
To: Procurement Sub Committee

On: Wednesday 8th June 2016

Report by:

**Joint Report
by
Chief Executive and Director of Development and Housing Services**

Heading:

**Contract Authorisation Report for
Adult Employability Services**

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Procurement Sub Committee to award a contract for Adult Employability Services (ref: RC/OC/135/16).
 - 1.2 The procurement exercise was conducted in accordance with the above EU Threshold Open Procedure (Supplies and Services) and the Council's Standing Orders Relating to Contracts.
 - 1.3 The Corporate Procurement Unit and Development and Housing Services agreed the contract strategy for this requirement.
-

2. Recommendations

- 2.1 It is recommended that the Procurement Sub Committee authorise:
 - 2.1.1 The Head of Corporate Governance to award the Contract for Adult Employability Services to Working Links (Employment) Ltd; and

- 2.1.2 The contract will commence on 18 July 2016 until 30 June 2018, at which time the Council at its sole discretion will have the option to extend for an additional 2 years on an annual basis; and
 - 2.1.3 The value of the contract will not exceed £1,000,000 if the extension periods are utilised.
-

3. Background

- 3.1 Following successful applications to the European Structural and Investment Funds for Scotland 2014 – 2020, Renfrewshire Council has been awarded a total of £7,108,788 European Grant which will be matched by Core budget and Invest in Renfrewshire Project funding to create a total fund for Employability Services of £12,704,182 in the period from February 2015 to December 2018.
- 3.2 The Council will utilise the funding to deliver a range of programmes targeting some of the most vulnerable groups and individuals who are furthest from the labour market and have multiple barriers to employment including, Care Leavers and Looked After Young people; people with disabilities and health barriers and those aged over 50 years.
- 3.3 This contract for Adult Employability Services will be delivered as part of the Invest in Renfrewshire providing specialist support and training activity as well as employability services for unemployed adults over 30 years of age facing multiple barriers to employment.
- 3.4 This contract opportunity was tendered in accordance with the open procurement procedure for an above EU threshold contract for supply and services 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 and the Official Journal of the European Union (OJEU) on 7 April 2016. Tender documentation was available for immediate download through the online e-tender system. Seven (7) tender submissions were received by the closing date for the receipt of tender submissions at noon, on 23 May 2016.
- 3.5 Tender submissions were evaluated using a two stage process of Bid Selection and Award criteria. The tender submissions were first evaluated against pre-determined bid selection criteria which assessed their capacity, experience & track record and their technical and financial capabilities. One tenderer failed to meet the minimum requirements in relation to the bid selection criteria.
- 3.6 The six (6) tenderers, who met the minimum requirements as outlined above, were then evaluated against a set of Award Criteria, based on a price / quality matrix of 40% price / 60% quality. The outcome of this evaluation determined the total score achieved by each tenderer.

	Quality	Price	Total
Employment Enterprise	26.00%	26.15%	52.15%
Learn Direct	34.25%	35.95%	70.20%
Momentum	26.50%	34.43%	60.93%
The Lennox Partnership	38.00%	33.48%	71.48%
The Tell Org Ltd	19.75%	39.75%	59.50%
Working Links	34.75%	40.00%	74.75%

- 3.7 Based on the evaluation carried out the tender from Working Links (Employment) Ltd represents the most economically advantageous tender.
- 3.8 This contract will be funded under European Structural and Investment Funds for Scotland 2014 – 2020 with matched funding from Economic Development's core budget and Invest in Renfrewshire Project funding.
- 3.9 Working Links have proposed to deliver the service ensuring effective community engagement to delivery to deprived communities to ensure the potential clients are fully aware of the service provision available. This approach aims to ensure that the contract delivers impact in the areas where it is most required.
- 3.10 The contract includes for provision of outreach arrangements across Renfrewshire, ensuring coverage of the service in the most disadvantaged local neighbourhoods.
- 3.11 Working Links (Employment) Ltd have an Employer Solutions Team who they have committed to leverage existing employer relationships across Renfrewshire to offer work experience placements to clients participating in the Adult Employability Programme.
-

Implications of the Report

1. Financial

Financial Costs of this Contract will be met from the 2014-2020 European Structural Fund and Investment in Scotland funding

2. HR & Organisational Development

There are TUPE implications for this contract. The Council will endeavour to assist, where appropriate, with the facilitation of the transfer to ensure minimal disruption to employees.

3. **Community Planning**

Working Links (Employment) Ltd has a commitment to deliver a number of community benefits under this contract as detailed in sections 3.9- 3.11 of this report. The services under this contract will also have overarching benefits:

Empowering our Communities – *The services will provide additional resources to promote greater equality of opportunity and outcomes for people across Renfrewshire, particularly those suffering multiple disadvantages.*

Jobs and the Economy – *Adult Employability Services improve the economic opportunities of Renfrewshire residents, however delivery of the service is not anticipated to create employment opportunities*

4. **Legal**

The procurement exercise was tendered in accordance with Council's Standing Orders Relating to Contracts for below EU Threshold Open Procedure (Supplies and Services), Public Contracts (Scotland) Regulations 2012, as amended.

5. **Property Assets**

The appointed provider will be required to provide an easily accessible, centrally located venue to provide the service from, however from early 2017 the Council will provide accommodation within the Russell Institute building.

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**

None

9. **Procurement**

The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures

10. Risk

None

11. Privacy Impact

PIA Undertaken and completed, a Data Processor Agreement (DPA) will be agreed and formalised with the awarded supplier

Author: *Karen Scott, Category Manager, 0141 618 7025*