

To: Procurement Sub Committee

On: 2nd December 2015

**Joint Report
by
The Chief Executive and Head of Adult Services**

**Contract Authorisation Report
For
The Supply of Prepared Meals to Support the Provision of the Community
Meals Service**

1. Summary

- 1.1 The purpose of this report is to seek approval from the Procurement Sub Committee to authorise the Head of Corporate Governance to award a contract for the Provision of Prepared Meals through direct award utilising Lot 1 of the Scotland Excel Framework Agreement for Community Meals.
 - 1.2 Renfrewshire Council and Adult Services aim to help vulnerable people of all ages live independently and securely in their own homes by providing personal and housing support services. Providing access to nutritious food is a core element of supporting vulnerable people to allow them to remain healthy, and independent. The Renfrewshire Community Meals Service supports 520 people equating to over 4720 meals per week.
 - 1.3 The Scotland Excel Framework for Community Meals was tendered in accordance with the above EU Threshold Open Procedure (Supplies)
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2. Recommendations

- 2.1 It is recommended that the Procurement Sub Committee:

- (a) authorise the Head of Corporate Governance to award the contract to Apetito Limited for the Provision of Community Meals
 - (b) note that the proposed contract start date is the 15 December 2015 and that the contract shall be for an initial period of 1 year with the option to extend the contract for up to 1 year, such option to be taken up at the Council's sole discretion.
 - (c) note the total estimated value of the Contract, including the extension period based on historic consumption, is in the region of £720,000, excluding VAT.
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3. Background

- 3.1 Renfrewshire Council has a statutory duty to provide care and protection to the most vulnerable people across Renfrewshire. One of the key activities in ensuring this aim is achieved is the delivery of a Community Meals Service. To support delivery of this service, the contracted supplier of prepared meals provides a bulk delivery to the Community Meals Service at Baltic Park in Paisley. The Community Meals Service then heat and deliver an individual hot meal to service users on a daily basis.
- 3.2 Adult Services Review and Performance team carried out a review of the current service. Findings of the review in terms of the success the service has in delivering positive outcomes for the service users, current uptake, the strategic fit, the cost effectiveness and efficiencies of the service, informed the basis of this procurement exercise.
- 3.3 This contract exercise has been conducted in accordance with Renfrewshire Council's Standing Order 27.5 and in accordance with the Public Contracts (Scotland) Regulations 2012 (as amended).
- 3.4 The HOPAC was satisfied that a direct award could be made to Apetito Limited using the Scotland Excel scoring. Of the three suppliers accepted on to Lot 1 - Bulk Delivery to a Central Distribution Point, Apetito scored the highest with a final score of 95.42%, ICare (GB) Limited scored 85.56% and MacLean's Bakery (Benbecula) Ltd scored 43.31%.
- 3.5 Renfrewshire Council contacted Apetito Limited directly to advise that it is the aim of the Council to generate as many additional community benefits as possible. In response to this requirement Apetito Limited confirmed that nationally they provide the following benefits:
 - They are key funders of the Malnutrition Taskforce which aims to reduce unnecessary malnutrition amongst older people;
 - The Apetito Staff Foundation gives financial support to the charitable and voluntary activities of its staff;
 - They have a charity of the year, this year they are supporting Alzheimer's Society and Alzheimer's Support.

Implications of the Report

1. **Financial** - The financial status of Apetito was assessed and satisfied the Council's requirements in relation to financial capacity
2. **HR & Organisational Development** - – None
3. **Community Planning** -

Children and Young People – None.

Community Care, Health & Well-being – This service supports service users to stay in their own homes where they feel safe and secure.

Empowering our Communities – Service Users and the communities mutually benefit from the continuity provided by the service users remaining in their own homes.

4. **Legal** - The contract arrangements were carried out in accordance with Renfrewshire Council's Standing Orders in respect of negotiated contracts/procedures
5. **Property Assets** – None
6. **Information Technology** – None.
7. **Equality & Human Rights** –
 - (a) 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 submission received was assessed by the Evaluation panel and meets the necessary requirements
9. **Procurement** – This procurement process was conducted in accordance with the Council's Standing Orders Relating to Contracts
10. **Risk** – Apetito's submission was assessed by the Evaluation panel and meets the necessary requirements

11. **Privacy Impact** – The submission received was assessed by the Evaluation panel and meets the necessary requirements

List of background papers

none

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