

To: Finance, Resources and Customer Services Policy Board

On: 5th June 2019

Report by: Joint Report by the Chief Executive and Director of Children's Services

Heading: Provision of School Counselling Services

1. Summary

1.1 The purpose of this report is to seek approval from the Finance, Resources and Customer Services Policy Board to authorise the Head of Corporate Governance to award the contract for the provision of School Counselling Services.

1.2 The recommendation to award this Contract follows a procurement exercise which was conducted in accordance with the Regulated Procedure for Social & Other Specific Services and the Council's Standing Orders Relating to Contracts.

1.1 A Contract Strategy for this Contract was approved by the Interim Director of Children's Services and the Strategic Commercial and Procurement Manager on 8th April 2019.

2. Recommendations

It is recommended that the Finance, Resources and Customer Services Policy Board authorise:

- 2.1 The Head of Corporate Governance to award a contract for the Provision of School Counselling Services to Place2Be which is a conditional award and will be subject to the Provider meeting the Council's requirements for Insurance, Health and Safety and provision of a Data Processor Agreement.
- 2.2 To award the Contract for an initial period of 12 months with the option to extend at the discretion of the Council for a further period of 12 months subject to funding. The commencement date of the contract is anticipated to be the 13th August 2019; the actual date will be confirmed in the Council's Letter of Acceptance.
- 2.3 To award the initial contract spend up to a maximum of £232,310.00 excluding VAT and where the 12 months extension period is exercised, a total spend of up to a maximum £464,620.00 excluding VAT.

3. **Background**

- 3.1 The Scottish Government and COSLA have demonstrated their shared commitment to improving the mental health of children, young people and their families by working with delivery partners to invest in preventative services. The recommendations and actions from the Better Mental Health in Scotland (2018), Audit Scotland Report (2018) and Mental Health Strategy 2017-27 highlight the significant need to provide opportunities for early intervention and prevention to avoid the unnecessary escalation of emotional distress in children and young people. By promoting positive mental health in children and young people from an early age, the range of positive school outcomes like attitudes to learning, better attendance and lower exclusion rates will greatly increase.
- 3.2 The provision of counselling services in targeted schools will support delivery of one of Renfrewshire Council and Children's Services strategic priorities "to reduce inequalities and deliver improved health and wellbeing outcomes for children and young people". The service will be available to all pupils, parents and staff within the schools during term time.
- 3.3 This procurement process was conducted in accordance with the Procurement (Scotland) Regulations 2016 and the Council's Standing Orders Relating to Contracts. A contract notice was despatched via the

Public Contracts Scotland portal on 12th April 2019 with a tender deadline of 12 noon on 13th May 2019.

- 3.4 During the tendering period, eighteen (18) Tenderers expressed an interest in the tender opportunity with two (2) responses submitted. A list of providers who submitted a response is detailed in 3.7 of this report.
- 3.5 In accordance with Standing Order 11.5, the two (2) received tender submissions were evaluated against a pre-determined set of criteria in the form of the European Single Procurement Document (ESPD) by representatives from Children's Services, and the Council's Corporate Procurement Unit, Corporate Risk and Corporate Health and Safety. Both tender submissions confirmed compliance with the minimum selection criteria set within the ESPD and each were then evaluated against the published set of award criteria of 60% Quality and 40% Price.
- 3.6 The tender documentation detailed minimum requirements in relation to insurance provision and Health and Safety. Any provider unable to evidence the levels stated within the documentation must provide a commitment to obtaining the appropriate levels should they be successful, Place2Be has given this commitment therefore the award will be conditional until the stated requirements have been met.
- 3.7 The scores relative to the Award Criteria for each of the two (2) Tenderers are noted below:

		Quality (60%)	Price (40%)	Total (100%)
1	Place2Be	51.37	37.20	88.57
2	Wellbeing Scotland	36.75	40.00	76.75

- 3.8 The evaluation of tender submissions received identified that the tender submitted by Place2Be was the most economically advantageous tender submission.
- 3.9 Community Benefits were requested as part of this procurement process and Place2Be advised within their tender submission that no

Community Benefits would be delivered as part of this Contract. Upon clarification Place2Be has confirmed the following will be delivered as part of the contract;

- Up to 14 Counsellor Placements each year of the contract
- Placements on the Mental Health Champion programme, free of charge, for up to 8 schools and two members of staff from each school (not restricted to schools with delivery of the services) for each year of the contract.

Implications of the Report

1. **Financial** - The financial status of Place2Be was assessed which confirmed that the organisation satisfied the Council's requirements in relation to financial stability.
2. **HR & Organisational Development** - None
3. **Community/Council Planning –**
 - Our Renfrewshire is thriving – the services being delivered are within Renfrewshire schools and will deliver support to children and young people residing in Renfrewshire
 - Our Renfrewshire is fair - ensuring all children within the selected schools have the opportunity to access the services
 - Reshaping our place, our economy and our future – Services delivered under this contract will be provided by a skilled workforce. People benefit from services that continually improve
 - Tackling inequality, ensuring opportunities for all – Flexible approaches in the delivery of the services will support individuals and parents
 - Working together to improve outcomes – The services delivered helps to improve outcomes for children within Renfrewshire
4. **Legal** - This procurement was carried out in accordance with the Public Contracts (Scotland) Regulations 2016 and the Council's Standing Orders Relating to Contracts.
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. 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 will be assessed by Renfrewshire Council's Health and Safety Officers, where they are required meet the necessary requirements prior to the removal of the conditional award.

9. **Procurement** – The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.

10. **Risk** – The submissions will be assessed by Renfrewshire Council's Risk Officer and are required to meet the necessary requirements prior to the removal of the conditional award of the Contract

11. **Privacy Impact** - The Contract contains Renfrewshire Council's General Conditions of Contract data protection provisions. Place2Be will be Data Controllers and, as such, have a legal responsibility to comply with Data Protection legislation when collecting, processing and storing personal data of those receiving a service. No Data Protection Impact Assessment was conducted or deemed necessary on the basis the service provided by the organisation awarded on to the contract will not involve new technologies or other ways of processing personal data. Place2Be will be required to complete the Council's Data Processor Agreement prior to the removal of the conditional award for the contract.

12. **Cosla Policy Position** –Not Applicable.

List of Background Papers

none

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