

To: Finance, Resources and Customer Services Policy Board

On: 14th November 2018

**Report by: Joint Report by the Chief Executive and Chief Officer
Renfrewshire Health and Social Care Partnership**

Heading: Provision of a Specialist Dementia Day Care Service (RC-CPU-17-299)

1. Summary

- 1.1 The purpose of this report is to seek the approval of Finance, Resources and Customer Services Policy Board to award a contract to Alzheimers Scotland – Action on Dementia for the Provision of a Specialist Dementia Day Care Service.
 - 1.2. This procurement exercise has been conducted in accordance with Section 12 of the Procurement Reform (Scotland) Act 2014 and Regulation 6 of the Procurement (Scotland) Regulations 2016 for below EU Threshold for the procurement of Health and Social Care Services and Standing Order 14 of the Council's Standing Orders Relating to Contracts.
 - 1.3 A Contract Strategy for this contract was approved by the Strategic Commercial and Procurement Manager and the Chief Finance Officer, Renfrewshire Health and Social Care Partnership on 12th June 2018.
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2. Recommendations

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

2.1.1 The Head of Corporate Governance to award the Contract to Alzheimers Scotland – Action on Dementia for the Provision of a Specialist Dementia Day Care Service;

2.1.2 Award of the Contract for one (1) year from 26th November 2018 to 25th November 2019 with the option (at the discretion of the Council) to extend for an additional one (1) year until no later than 25th November 2020; and

2.1.3 An annual Contract value of £237,091 (year 1) and £247,027 (year 2) excluding VAT with a total Contract value of £484,118 excluding VAT.

3. Background

3.1 A Specialist Dementia Day Care Service (“Service”) for adults with dementia offers support to Service Users, their families and friends throughout Renfrewshire Council area and is required where for reasons of complexity of need and level of risk to themselves or others; those accessing the Service have been assessed by the Council as requiring specialist involvement. In addition, the Service is required where initial intervention within mainstream settings has not met the Service User’s needs and outcomes or where their level of need has increased or become more complex. The Service is delivered 52 weeks per year offering up to 76 placements per week.

3.3 In accordance with Section 12 of the Procurement Reform (Scotland) Act 2014 and Regulation 6 of the Procurement (Scotland) Regulations 2016 for below EU Threshold for the procurement of Health and Social Care Services and the Council’s Standing Orders Relating to Contracts order 14, the HOPAC agreed to a negotiated contract without competition and tender documentation was issued to Alzheimers Scotland – Action on Dementia only.

3.4 Tender documentation was issued to Alzheimers Scotland – Action on Dementia via the Public Contract Scotland_Tender portal on 12th June 2018 with a tender closing date of 12 noon on 12th July 2018.

- 3.5 The tender document included a European Single Procurement Document (ESPD) as required by the Council's Standing Orders relating to Contracts and the tender response submitted by Alzheimers Scotland – Action on Dementia was evaluated against a pre-determined set of criteria within that ESPD by representatives from the following Council Services: Corporate Procurement Unit, Corporate Risk and Corporate Health & Safety and also by representatives of the Renfrewshire Health and Social Care Partnership.
- 3.6 The tender submission was compliant with the ESPD requirements and was also evaluated against the published set of award criteria on 70% Technical (Quality) and 30% Commercial (Price).
- 3.7 Community Benefits were sought as part of this Tender and Alzheimers Scotland – Action on Dementia advised within their tender submission that the following Community Benefits would be delivered as part of this Contract:
- Provide various activities within the community and the service i.e. music evenings.
 - Provision of a monthly dementia café which offers informal but invaluable assistance to people recently diagnosed with dementia.

Implications of the Report

1. Financial –

The financial status of Alzheimer's Scotland – Action on Dementia was assessed by undertaking a Dun & Bradstreet which confirmed that the organisation satisfied the Council's requirements in relation to financial stability.

2. HR & Organisational Development

As this is an incumbent provider and this service is to replace a current contract for the Services held by Alzheimer's Scotland – Action on Dementia no TUPE implications arise.

3. Community/Council Planning –

- Our Renfrewshire is well -
 - Tackling isolation and loneliness, by connecting people to their communities, and to services

- Enable people to live healthier, for longer, by supporting those who receive a service to stay active
- Our Renfrewshire is fair -
 - Ensure that those receiving a service get access to opportunities to improve their health, skills and income
- Our Renfrewshire is safe –
 - Protecting those receiving a service, ensuring they can live safely and independently
- Reshaping our place, our economy and our future –
 - Local employment opportunities and knowledge of Renfrewshire area.
 - Support of the Living Wage
 - Training and development to staff to allow them to deliver a high-quality service and enhance their experience as an employee
 - Offering fair employment terms and conditions
- Tackling inequality, ensuring opportunities for all -
 - The Provision of a Specialist Dementia Day Care Service will assist people with dementia who can no longer be supported by the Council's mainstream day care services
 - The Service they receive will be person centred with choice and control over their activities and opportunities and help maintain skills to remain independent for as long as possible
- Working together to improve outcomes
 - The service delivered by Alzheimers Scotland – Action on Dementia s staff will help those receiving a service with reduced social isolation

4. **Legal** - The procurement of this contract has been conducted in accordance with the Procurement Reform (Scotland) Act 2014, Regulation 6 of the Procurement (Scotland) Regulations 2016 and the Council's Standing Orders relating to Contracts using the below EU tender procedure (below £615,278) for a negotiated contract for the procurement of Health and Social Care Services.

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. 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** - There are no health and safety implications associated with the award of the contract.
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** – Alzheimer Scotland – Action on Dementia insurances have been assessed and evaluated and confirm that they will meet the minimum requirements regarding insurable risk.
11. **Privacy Impact** – The contract contains Renfrewshire Council's General Conditions of Contract data protection provisions. Alzheimers Scotland – Action on Dementia will be Data Controllers and, as such, have legal responsibility to comply with Data Protection legislation when collecting, processing and storing personal data of those receiving the Day Care Service under this contract. No Data Protection Impact Assessment was conducted or deemed necessary on the basis the Day Care Service provided by Alzheimers Scotland – Action on Dementia will not involve new technologies or other ways of processing personal data.
12. **Cosla Policy Position** – N/A

Author: **Natasha McNaught, Senior Procurement Specialist, Corporate Procurement Unit, Tel: 0141 618 4417.**

Endorsed by: **Alexandra Donaldson, Strategic Commercial and Category Manager, Corporate Procurement Unit, Tel: 0141 618 6760**