

**To: Finance, Resources and Customer Services Policy Board**

**On: 31<sup>st</sup> March 2021**

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

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**Heading: Provision of Adaptations and Small Repair Service (RC-CPU-20-70)**

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**1. Summary**

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to award a contract to Bridgewater Housing Association Ltd for the provision of Adaptations and Small Repair Service.
  - 1.2 This procurement exercise has been conducted by Renfrewshire Council, as the lead Council in collaboration with East Renfrewshire Council in accordance with the Procurement Reform (Scotland) Act 2014, as amended and The Public Contracts (Scotland) Regulations 2015 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 Head of Health & Social Care (Paisley) and the Chief Finance Officer Renfrewshire Health and Social Care Partnership.
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## **2. Recommendations**

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board authorise the Head of Corporate Governance:
- 2.1.1 To award the Contract for the Provision of Adaptions and Small Repair Service to Bridgewater Housing Association Ltd;
  - 2.1.2 To award the Contract for eleven (11) months from 1<sup>st</sup> May 2021 to 31<sup>st</sup> March 2022; and
  - 2.1.3 To award the Contract at a maximum value of £337,929 excluding VAT for the entire contract period, with the spend pertaining to Renfrewshire Council being no more than £194,425 excluding VAT.

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## **3. Background**

- 3.1 From April 2009, in accordance with the Housing (Scotland) Act 2006, Local Authorities have had a duty to provide financial assistance to owner occupiers with a disability to enable the owner occupier to have adaptations carried out to their home to support and make the home more accessible. The Duty applies where individual owner occupier's needs have been assessed, and the Council has deemed it a priority for those owner occupier's needs to be met and, following assessment adaptations are agreed as the best way to meet these needs. The financial assistance for the recommended adaptations from the Council is offered through grants.
- 3.2 This is a lotted contract that allows each council to enter into a call off contract for their individual requirements under Lot 1 – Adaptations and Lot 2 – Small Repairs.
- 3.3 The Head of Policy and Commissioning (HOPAC) agreed to the procurement of a negotiated contract without competition made in accordance with Section 12 of the Procurement Reform (Scotland) Act 2014, as amended and The Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders Relating to Contracts order 14. Negotiated contract without competition.
- 3.4 This tender was issued to Bridgewater Housing Association Ltd via the Public Contract Scotland Tender portal on 23<sup>rd</sup> February 2021 with a tender closing date of 4pm on the 25<sup>th</sup> February 2021.
- 3.5 The tender document included a Single Procurement

Document (SPD) as required by the Council's Standing Orders relating to Contracts and the tender response submitted was evaluated against a pre-determined set of criteria within that SPD by representatives from the following Council Services: Corporate Procurement Unit, Corporate Risk and also by representatives of the Renfrewshire Health and Social Care Partnership – all requirements were met. Bridgewater Housing Association Ltd as part of their tender submission confirmed that they would deliver the service for the price as detailed in the tender.

3.6 Community Benefits were sought as part of the procurement process and Bridgewater Housing Association Ltd advised within their tender submission that the following Community Benefits would be delivered as part of this Contract:

- 1 x Industry Awareness Event
- 1 x Non financial support for a Community Project

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## Implications of the Report

1. **Financial** – Using Dun & Bradstreet, the financial status of Bridgewater Housing Association Ltd 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 well – enabling people to live independently in their own homes
  - Our Renfrewshire is fair - ensuring that all those who require the service are supported to access the service
  - Reshaping our place, our economy and our future – the provider is an accredited Living Wage employer and will provide support to a Community Project within Renfrewshire.
  - Tackling inequality, ensuring opportunities for all – the adaptations and small repair service will allow people to remain independent in their own homes
  - Working together to improve outcomes – The services delivered will help to improve outcomes for residents within Renfrewshire
4. **Legal** – The procurement of this contract has been conducted in accordance with the Procurement Reform (Scotland) Act 2014, as

amended Regulation 6 of the Procurement (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** – Bridgewater Housing Association Ltd's Health and Safety submission has been evaluated by Corporate Health and Safety and meets the Council's requirements.
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** – Bridgewater Housing Associations Ltd's insurances have been assessed and evaluated and meet the minimum requirements regarding insurable risk.
11. **Privacy Impact** - The contract contains Renfrewshire Council's General Conditions of Contract data protection provisions. Bridgewater Housing Associations Ltd has signed the Data Processor Agreement.
12. **Cosla Policy Position** –Not Applicable.
13. **Climate Change** – No climate change implications were noted as part of this Contract.

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#### List of Background Papers

none

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