

Report of the Chief Officer, Resources & Strategy

Report to: Director of Adult Social Services

Date: March 2014

Subject: Extending Independent Person Service Contract to RR Consultancy

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. This report seeks the approval of the Director of Adult Social Services (DASS) to extend the Contract to RR Consultancy for providing Independent Persons and Independent Investigating Officers. The Contract is effective from 1st April 2012 to 31st March 2014 with an option to extend for an additional 24 months. Due to the good performance of the current providers, the option to extend the Contract for an additional 24 months to 31st March 2016 is recommended.

Recommendations

2. The DASS is recommended to agree the extension of the Contract to RR Consultancy for an additional two years to 31st March 2016, as permitted within the current Contract.
3. As soon as the decision has been taken, the Head of Complaints will arrange for a letter to be sent to RR Consultancy to extend the Contract for the further period.

4. Purpose of this report

- 1.1 The purpose of the report is to seek approval from the DASS to extend the Contract for the provision of Independent Persons and Independent Investigating Officers to RR Consultancy for an additional 24 months to 31st March 2016.

2 Background Information

- 2.1 A procurement exercise was carried out in accordance with EU Procurement Regulations using an open tender process. The invitation to tender was advertised on Leeds City Council Supplier and Contract Management System (SCMS) on 12 December 2011.
- 2.2 The procurement exercise undertaken consisted of a 2 stage evaluation process. Stage 1 was an evaluation of the PQQ's and selection criteria. Stage 2 was the quality and price evaluation of the shortlisted bidders.
- 2.3 In line with current Council Policy, this Contract was evaluated against a 60% quality and 40% price split.

Tenders were evaluated by a Panel made up of:-

- Head of Complaints, Adult Social Care
- Complaints Manager, Children's Services
- Safeguarding Team Manager, Children's Services

- 2.4 Four tenderers submitted a bid. Of these four bids received, two bidders failed to complete the Method Statement and tender documentation and were, therefore, eliminated from the tender process. Two organisations submitted all the relevant tender documentation; RR Consultancy and Carter Brown Associates. Following evaluation of the PQQ and selection criteria Carter Brown Associates were eliminated due to failing to achieve the required minimum quality threshold. This meant that only RR Consultancy were evaluated on their method statement and price submission.
- 2.5 Upon completion of both stages of the procurement exercise, RR Consultancy scored higher than Carter Brown on both quality and price by significant margins. The tender evaluation summary is attached as appendix 2.
- 2.6 An Independent Person should neither be an Elected Member nor an employee of the Local Authority, nor a spouse of an employee or Elected Member of the Local Authority. For this reason, the Council has an external Contract for this work.

3 Main Issues

- 3.1 Adult Regulations requires the involvement of an Independent Person in the consideration of representations including complaints from vulnerable adults
- 3.2 Children Act regulations requires the involvement of an Independent Person in the consideration of representations including complaints from children and young people and in the review of secure accommodation.
- 3.3 The current Contract for the provision of Independent Persons and Independent Investigation services for Adult Social Care and Children's Services Complaints Teams expire on 31st March 2014 with an option to extend for an additional 24 months. Due to the good performance of the current providers, the option to

extend the Contract for an additional 24 months to 31st March 2016 is recommended.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The decision to extend is due to the good performance of the current providers based on feedback from the services involved with the providers and service review feedback including feedback from the Service Manager, Independent Investigating Officers, Independent Persons and service users.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 Due regard to the equality impact assessment process was taken into account during the evaluation process. A copy of the Impact Assessment Screening is attached as appendix 1.

4.3 Council policies and City Priorities

4.3.2 The services provided under this report will contribute to the Health and Wellbeing City Priority Plan.

4.4 Resources and value for money

4.4.1 The request to extend the contract for an additional 24 months to commence on 1st April 2014 is being made because the option to extend is available within the current Contract and due to the excellent performance of the current provider.

4.4.2 The value of the contract is approximately £100,000 per annum, based on 2012/13 referrals, and will be funded from existing budgets. Prices were submitted on a schedule of rates basis.

4.5 Legal Implications, Access to Information and Call In

4.5.1 The legal implications have been met by ensuring that the Independent Persons identified meet the criteria of what is specified in the complaints procedure regulations and

4.5.2 The process has been undertaken with the support of the Procurement Unit and is in full compliance with the Contract Procedure Rules.

4.5.3 This is a significant Operational Decision and is not subject to Call In.

4.6 Risk Management

4.6.1 In extending the Contract, there is a risk of challenge from the then unsuccessful contractors. However, any challenge would be appropriately addressed due to the service being subjected to a thorough tendering and evaluation exercise and the option within the current Contract to extend for an additional 24 months.

5 Conclusions

- 5.1 This report indicates the exhaustive process that was followed to put into place a cost-effective contractual arrangement for this service. RR Consultancy came through the process because it was judged to be the most appropriate and, therefore, best available.

6 Recommendations

- 6.1 That the DASS approves the extension of the Contract for Independent Persons and Independent Investigation Services to RR Consultancy commencing on 1st April 2014 to 31st March 2016.
- 6.2 As soon as the decision has been taken, the Head of Complaints will arrange for a letter to be sent to RR Consultancy to extend the Contract for the further period.

7 Background documents ¹

None.

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

