

Procurement Plan Options Appraisal Template



PROCUREMENT NAME	Supply and Repair of Wheeled Shower Chairs
PROCUREMENT CLASSIFICATION	Minor Procurement

Part A: Summarising the Objectives

OBJECTIVES	To secure a contract for the supply and repair of wheeled shower chairs.
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Part B1: Identifying the Options

OPTION TITLE	DESCRIPTION OF OPTION
1. Do Nothing (Not to provide the service)	It is a statutory requirement to provide this service. Not to provide this service could have a reputational impact on the council and also have further effects on the council and other agencies in having to provide other services, including the provision of a place in a residential or nursing home.
2. To undertake a procurement exercise forthwith.	This would allow for the existing supply, repair and maintenance service to continue, however it would not allow for any flexibility to change, improve or realise any efficiency savings from the contract.
3. To undertake a collaborative	In order to improve the outcomes of this contract, we could work to identify suitable partners from across the region, such

procurement with suitable partners.	as neighbouring authorities.
4. Enter into a short term contract with existing provider until the AT Hub is completed.	To enter into a short term contract by way the way of waiving CPRs. The new contract would be on a 1+6mths+6mths basis with the existing provider until the required staff are in place at the new Assistive Living Leeds ALL to provide the maintenance and repair function, at which time a procurement exercise would be undertaken for the supply of new chairs.

Part C: Evaluating the Options – Financial Appraisal

The average spend on shower chairs over the past three financial years is £62,000.

Up to November 2013, £46,000 had been spent on this service.

Part D2: Evaluating the Options – Qualitative Appraisal

OPTION TITLE	ADVANTAGES	DISADVANTAGES
1. <i>Do nothing</i>	Financial savings achieved by not providing the service.	Statutory service – would put council at risk. Implications for service users Additional financial implications due to the potential increase in demand on the NHS and other council services.
2. <i>Undertake a procurement exercise</i>	Secures a new contract at the earliest opportunity.	We would not be able to effectively utilise the opportunities available to us when the new ALL Hub opens.
3. <i>Undertake a collaborative procurement exercise</i>	Potentially increases savings available under the contract by aggregating the spend and utilising economies of scale.	There are different charging structures used by other authorities. Other authorities use different types of chairs. No guarantees about who gets ‘the best stock’.
4. <i>Enter into a short term contract until</i>	Allows for the benefits of the new ALL Hub to be realised. This would allow for the efficiency savings that could be	We would not be seeking a fully competitive exercise. We could only be certain that value

<i>the ALL Hub is completed</i>	realised by using our own in-house provider to be realised. It is a requirement of the council's CPRs that we must use the internal service provider where appropriate. Allows for the service to be continued to be provided by a firm who we currently have a good working relationship with.	for money was being achieved by undertaking a benchmarking exercise.
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Part E: Selecting a Preferred Option

THE PREFERRED OPTION IS:	Option 4. To enter into a short term contract with the existing provider on a 1year + 2 additional extension period of 6 months each. This will allow the council to bring key elements of the service 'in-house' as the ALL Hub is introduced, thus making effective use of the internal service provider. We would then undertake a procurement exercise at the appropriate time for a new contract for the supply only of new chairs.
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Appendix 1