

Report of: Chief Officer, Assessment and Care Delivery

Report to: Director of Adult Social Services

Date: 29th June 2016

Subject: Request approval for the tender of the supply of Assisted Technology equipment for Adults and Children.

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): All Wards	<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 checked="" type="checkbox"/> Yes	<input 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 The Leeds Community Equipment Service (LCES) operates under a Section 75 Health Act 2006, Partnership Agreement between Leeds City Council and NHS. Adult Social Care are the lead organisation in the partnership and deliver the service with Leeds Community Healthcare.
- 2 The service provides a range of equipment to meet daily living and nursing needs for disabled adults, older people and children. Equipment purchased by the Council, including that purchased through the pooled fund, is subject to procurement through Leeds City Council's procurement arrangements.
- 3 A framework agreement for the supply of assistive technology equipment for the Leeds Community Equipment Service was awarded in April 2013. A framework agreement is an agreement with providers which sets out the terms and condition under which specific purchases (call-off) can be made throughout the term of the agreement.
- 4 The framework was awarded for 2 years with the option to extend for two further twelve month periods. The final extension ends on 31st March 2017.
- 5 A second framework agreement for the supply of assistive technology equipment for Disabled People Phase 2 was awarded on 1st May 2015 for two years with the option to extend for two further twelve month periods.

Recommendations

- 6 The Director of Adult Social Services is recommended to approve the request to procure a four year framework arrangement to a number of suppliers for the Supply of Equipment for Disabled People for Adult and Children's Services. The framework will commence 1st April 2017 until 31st March 2021.
- 7 Implementation discussions will take place with the suppliers once the contract is awarded.
- 8 The proposed timescale for implementation is 1st April 2017.
- 9 The Service Delivery Manager- Leeds Community Equipment and Tele Care Services will be the officer responsible for implementation.

1 Purpose of this report

- 1.1 The purpose of this report is to seek approval via delegated decision by the Director of Adult Social Services to procure a four year framework arrangement to a number of suppliers for the Supply of Equipment for Disabled People for Adult Social Care and Children's Services. The framework will commence 1st April 2017 until 31st March 2021.
- 1.2 There are two current contracts for the supply of equipment for Disabled People. The first contract expires on 31st March 2017. The second contract expires on 31st March 2017 but has provisions to extend this period by two further twelve month periods. The provision to extend will not be utilised and the two contracts will merge into four year framework arrangement.

2.0 Background Information

- 2.1 The framework agreement is for the supply of assistive technology equipment for daily living to Leeds Community Equipment Service with an annual base budget of £1,331,470.00 per year for adults and £377,200.00 per year for Children equipment giving a total base budget of £1,708,670.00. Due to increased demand and additional funding the expenditure on assistive technology equipment in 2015/16 was £2,278,070.00.
- 2.2 The NHS and the Council are the commissioning partners in the Leeds Community Equipment and Telecare Services Partnership Agreement under the Section 75 Health Act 2006 flexibilities. This agreement allows NHS organisations and local authorities to pool money they intend to spend, in this instance on the purchase of community equipment. Additionally the agreement allows one of the agencies to make all purchases from the pool on behalf of both partners. In Leeds the lead agency is the Council.
- 2.3 The estimated value of all call-off contracts under the framework agreement is approx. £1,708,670 per annum. The same quantities used in the existing framework agreements will be used as a guideline for call-offs in this tender process.
- 2.4 A number of products will be specified in the framework spread over various lots including a lot for service user assessments as required.
- 2.5 A Suppliers Open Day will take place at Assisted Living Leeds prior to the tender being advertised. This will allow the Leeds Community Equipment Services to engage with suppliers and get them 'market ready' for the tender exercise.

- 2.6 The framework will be advertised on the tender website www.yortender.co.uk and contracts finder as well as the OJEU (Official Journal European Union)

3 Main issues

Contract Background

- 3.1 As the lead for the Leeds Community Equipment and Telecare Services Partnership Agreement the Council is responsible for all equipment purchases from the pooled fund on behalf of the partners. This means that some purchasing of equipment previously bought by the NHS using NHS purchasing arrangements comes under the Council's procurement rules.
- 3.2 A framework agreement is an agreement with providers which sets out the terms and condition under which specific purchases (call-off) can be made throughout the term of the agreement.
- 3.3 The new tender will combine the equipment currently purchased from both of the existing frameworks into one.
- 3.4 The advantage of using a framework agreement is that it reduces the number of procurements, and it standardises the documentation and processes.

Consequences if the proposed action is not approved

- 3.5 The service would have to purchase equipment "off contract". There would be no contract prices which would be very likely to result in higher costs for equipment.
- 3.6 The higher cost for equipment would reduce the number of items that can be purchased within the budget. This would have a direct impact on the time that customers will have to wait for equipment. This could affect their ability to live at home or be discharged from hospital.
- 3.7 The aim of the service to provide the right equipment quickly to enable people to live independent and inclusive lives would be compromised.

Advertising

- 3.8 PPPU will advertise the tender in the Official Journal of the European Union (OJEU) to comply with the Procurement Regulations (2015).

Implementation

- 3.9 The proposed timescale for implementation is 1st April 2017.
- 3.10 The Service Delivery Manager - Leeds Community Equipment and Tele Care Services will be the officer responsible for the implementation.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 The procurement process to establish the framework agreement will include officers from Adult Social Care, Children Social Care and Leeds Community Healthcare. Officers involved in the procurement process are from both provider and assessment services. The

same officers are involved in the development of the product specifications. Service users from the user involvement group will be part of the evaluation process.

4.1.2 A detailed Communications and Engagement Plan has been developed to ensure that all relevant stakeholders are informed / consulted to appropriate levels of information at the appropriate times in the procurement process.

4.1.3 The report has been shared with Children's Head of Service. There were no amendments or changes required.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 An Equality Impact Assessment (EIA) screening tool has been undertaken for the purposes of this recommendation, and has indicated that an EIA does not need to be carried out. There will be no adverse effect on any particular groups of people within the city by the proposal. This is attached as Appendix 1.

4.3 Council Policies and Best Council Plan

4.3.1 The service contributes to National Indicator 142: the percentage of vulnerable people supported to achieve independent living.

4.3.2 Council Business Plan – this work contributes to the target to increase the number of people successfully completing a programme to help them relearn the skills for daily living; increase proportion of older people (65 and over) who were still at home 91 days after leaving hospital into rehabilitation services; increase the percentage of service users who feel that they have control over their daily life.

4.3.3 Best Council Plan 2015 – 20 – this work contributes to the Better Lives programme and to the breakthrough project of making Leeds the best place to grow old. For children this work contributes to supporting children to have the best start in life

4.3.4 To focus on helping all children to be healthy, safe from harm.

4.4 Resources and Value for Money

4.4.1 A budget of £1.708m has been provided for the purchase of assistive technology equipment. Spend will be contained within this sum, though may increase in line with additional funding provided in-year.

4.4.2 Using the assistive technology framework agreement will ensure items of community equipment are purchased at best value rates. The service will be able to purchase equipment in a more timely method and plan the year's expenditure. Officer time will be saved by working to the framework agreement rather than obtaining competitive quotes for individual items and orders. Please note the contract prices have remained the same since the contract was awarded in 2013,

4.5 Legal Implications, Access to Information and Call In

4.5.1 This decision is a key decision and as such is subject to call-in. The report does not contain any exempt or confidential information.

4.5.2 The report has been shared with legal services.

4.6 Risk Management

- 4.6.1 Without the framework agreement in place, the service would not be able to meet the demand for assistive technology equipment, and would have to rely on buying off contract and recycling used equipment. This would result in a waiting list for equipment and the service not being able to purchase up to date equipment particularly to meet the needs of customers with more individual and complex needs.

5 Conclusions

- 5.1 Agreeing to the permission to procure a four year framework agreement for the Supply of Equipment for Disabled People for Adult and Children's Services will enable the Leeds Community Equipment Service to continue to meet the demand for community equipment for the people of Leeds.

6 Recommendations

- 6.1 The Director of Adult Social Services is recommended to approve the request to procure a four year framework arrangement to a number of suppliers for the Supply of Equipment for Disabled People for Adult and Children's Services. The framework will commence 1st April 2017 until 31st March 2021.
- 6.2 Implementation discussions will take place with the suppliers once the contract is awarded.
- 6.3 The proposed timescale for implementation is 1st April 2017.
- 6.4 The Service Delivery Manager- Leeds Community Equipment and Tele Care Services will be the officer responsible for implementation.

7 Background documents ¹

- 7.1 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.