

**Report of: Improvement Programme Manager**

**Report to: Deputy Director of Children and Families**

**Date: 10<sup>th</sup> November 2017**

**Subject: Waiver of Contract Procedure Rules 8.1 and 8.2 for the provision and supply of the Leeds Relational Practice Centre Website.**



Are specific electoral Wards affected? If relevant, name(s) of Ward(s): ALL	<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. Children and Families Services was successful in securing £9.6M in innovation funding from the Department for Education (DfE). This is being used to deliver our innovation programme which included a commitment to developing a centre for excellence to help wider sector led improvement.
2. The centre for excellence is now known as the Leeds Relational Practice Centre (LRPC) and we have created a unique brand for this. The next stage is to develop a branded website that will help us to publish guidance and promote events and training opportunities.
3. Initial events and publications are to be provided free of charge (being fully subsidised through DfE funding) but there will be opportunities for us to charge for more detailed work in the near future.
4. We have held discussions with colleagues across the Council in identifying potential solutions for developing our website; including business partners within the Digital Information Service. It has been recommended that the most cost effective solution at present would be to utilise an existing contract supplier, SLA On-line (Frontline Data Ltd). They provide a similar website solution for both Traded Services and the Governor's Unit and would provide the following advantages:
  - This is a proven solution meaning that our needs will be met;
  - They will be able to incorporate our unique branding for no additional costs (we will only be responsible for licensing costs and any training that we take up);
  - There will be a short turnaround time for the development of the LRPC website; and

- We have already received good feedback from Traded Services on the functionality of the website and information that can be obtained.
5. The initial costs for the website will be funded until 2020 through the innovation funding and, including training costs, are £15,000 over the next three years. We will then need to make a further decision as to whether to continue with this solution.

## **Recommendations**

6. The Deputy Director of Children & Families is recommended to approve the waiver of Contract Procedure Rules 8.1 and 8.2 and make a direct approach to SLA On-line (Frontline Data Ltd) to develop and license our LRPC website.

## **1 Purpose of this report**

- 1.1 To obtain approval to waive the Council's Contract Procedure Rules and make a direct approach to SLA On-line (Frontline Data) to develop and license our web page for the Leeds Relational Practice Centre (LRPC).

## **2 Background information**

- 2.2 As reported to the Executive Board in March 2017 we were successful in securing £9.6M in funding from the DfE which will be spent over a three year period. This will be used to accelerate the city's reform agenda, helping to trial and develop new approaches and also reshape and refocus existing services.
- 2.3 Our successful bid had the following three strands:
- The establishment of 'Re-think' a single formulation model with the aim of unifying and developing practice across Children and Families Services across Leeds;
  - The development of Restorative Early Support (RES) as a model of locality working in clusters. Seven RES Teams are to be implemented, based upon areas of highest need. They will bring together social work and family support staff to provide a more flexible, multi-disciplinary approach to working with families based up on the Leeds Practice Model and Re-think formulation;
  - Influencing broader change across the sector through the establishment of a centre for excellence (now known as the Leeds Relational Practice Centre). This will provide expertise and innovation at both a local and national level. We will build on our existing networks, host events and offer opportunities for training, coaching and job shadowing.
- 2.4 Of the £9.6M that has been awarded approximately £2.2M is contingent upon us being able to demonstrate satisfactory progress in our implementation of the above three strands. It is therefore important that we make good progress in all three areas and this is why it is important that we now develop the LRPC website to help move the sector led improvement agenda forward.

## **3 Main issues**

### Business Needs

- 3.5 In order to facilitate the timely delivery of our offer of a centre for excellence we require a fully functioning website to be up and running by the end of December 2017. Some of the key functionality includes:
- An ability to publish documents (for example good practice guidance);
  - A facility to book on organised training events and attend conferences;
  - Collate data on attendees and require customer satisfaction questionnaires to be submitted to attendees and return;
  - Facilitate payment for chargeable events.
- 3.6 At present all events and guidance is free of charge as it is subsidised in full by the DfE funding that has been received. We also have some documentation which is hosted on a

page (Children's Innovations) in the Leeds City Council website 'leeds.gov.uk'. There is also a lot of manual work that is undertaken in communicating upcoming events, sending out information, receiving feedback and collating the results. This is currently provided by officers with the Improvement Hub but is not sustainable over the longer term.

#### Contract Procedure Rule Requirements

- 3.7 Contract Procedure Rules should be followed for every procurement undertaken by or on behalf of the Council. Under certain circumstances the relevant service directorate chief officer can, in line with the Council's decision making process, waive these rules.
- 3.8 In order to demonstrate that value for money is being achieved we are required to follow the following basic steps:
- Use our internal service provider (ISP) or exclusive supplier in the first instance;
  - Where there is no ISP or exclusive supplier to use our framework contract provider;
  - Where there is no framework provider undertake a procurement process and select the provider offering best value.

#### Internal Service Provider

- 3.9 A request was made to Digital and Information Services to establish whether they would have capacity to deliver a website solution. After it was established that the existing Leeds.Gov website and SharePoint were not viable options were advised that the development cost would be £10K but that there were other priorities which would impact on delivery timescales.

#### Exclusive Supplier and Contract Framework Provider

- 3.10 The council does not have an exclusive supplier or contract framework provider for the provision of website developments.

#### Procurement

- 3.11 As part of our discussions with our internal service provider (via our business partners) we were advised that a similar solution had been previously procured by Traded Services (the Leeds for Learning website) which resulted in SLA On-line (Frontline Data Ltd) being selected. In addition soft market testing was undertaken by the Governors Unit last year which also resulted in the same provider being selected.
- 3.12 Upon this basis we have met with both Traded Services and representatives from SLA On-line (Frontline Data Ltd) to understand the compatibility of their product with our requirements, timescales and future needs (i.e. charging for services).
- 3.13 It has become apparent that their solution meets our requirements and timescales (for having a fully functioning website by the end of 2017). We initially explored the potential for being part of the existing Leeds for Learning Network and making a contribution towards the licensing costs. However this would not provide us with the unique brand we were wanting to achieve with the LRPC and we were concerned it may cause confusion for service users in terms of who to contact and who they were dealing with.
- 3.14 In order to save on development costs SLA On-line (Frontline Data Ltd) has, in principal, agreed to create a unique LRPC website (with our brand) that will have the existing functionality of the solution for Traded Services.

### Estimate of Contract Value

- 3.15 The estimated value of the contract is £15,000 (£5,000 per year over a 3 year period) and the timescales are linked to the period of our DfE funding. A further decision will need to be made when the funding has ceased over the longer term viability of the LRPC website. As such this would be classed as an intermediate value procurement which requires competition (CPR 8.1) and at least three quotes (CPR 8.2).
- 3.16 For the reasons outlined in this report we are seeking to waive contract procedure rules 8.1 and 8.2 and make a direct approach to SLA On-line (Frontline Data Ltd).

### Advantages of direct approach

- 3.17 We have held meetings with representatives of SLA On-line (Frontline Data Ltd) and Traded Services which have given us assurances that they will be able to meet our requirements and timeframes. The advantages of a direct approach to SLA On-line (Frontline Data Ltd) to provide our website solution would therefore include:
- This is a proven solution meaning that our needs will be met;
  - They will be able to incorporate our unique branding for no additional costs (we will only be responsible for licensing costs);
  - There will be a short turnaround time for the development of the LRPC website; and,
  - We have already received good feedback from Traded Services on the functionality of the website and information that can be obtained.

### Risks

- 3.18 There is a risk of challenge from other providers where opportunities are not provided to compete for work and services. However this risk is mitigated in these circumstances as the Council has previously been through a tender exercise for the Traded Services website (contract reference 9TWF-PBO4SV:LCCITS140048) and further soft-market testing was completed by the Governors Unit. This earlier work identified the solution being offered by SLA On-line (Frontline Data Ltd) as being the one that offered best value. As such the risk of challenge is seen as low.
- 3.19 There is a further risk that if we do not demonstrate satisfactory progress in the implementation of the innovation programme that up to £2.2M in funding could be missed, creating a significant budget pressure.

## **4 Advertising**

- 4.1 This contract opportunity will not be advertised. The contract is below the threshold for EU procurement regulations.

## **5 Corporate Considerations**

### ***Consultation and Engagement***

- 5.1 As already stated there has been some previous soft market testing to ensure that the SLA On-line (Frontline Data Ltd) module will be effective and efficient. In addition we have engaged with our business partners from Digital Information Services as part of this process. We have also met with Traded Services to gain assurance that the solution offered by SLA On-line will meet our business needs.

***Equality and Diversity / Cohesion and Integration***

- 5.2 The implementation of this module will have no impact on equality, diversity, cohesion or integration.

***Council Policies and Best Council Plan***

- 5.3 The innovation programme has significant links to the ambition of being a Child Friendly City as set out in the Best Council Plan 2017-18. It will also help deliver wider national objectives of the Department for Education to facilitate sector led improvement in children's services.

***Resources and Value for Money***

- 5.4 The costs for procuring the SLA On-line (Frontline Data Ltd) module will be met directly from the DfE innovation funding. As such it will not create a new budget pressure to the Council.
- 5.5 We will have regular meetings with SLA On-line (Frontline Data Ltd) to monitor progress and ensure service delivery to the required standards once a contract is awarded. The costs for year 1 also include training for the systems administrators.

***Legal Implications, Access to Information and Call In***

- 5.6 This contract is not subject to Call In under the provisions made in the Council Constitution.

**6 Conclusions**

- 6.1 It is the opinion of the Innovation Programme Manager that we are justified in waiving Contract Procedure Rules for the need to undertake a full tender process and to make a direct approach to SLA On-line (Frontline Data Ltd) to develop and provide licences for the LRPC website.

**7 Recommendations**

- 7.1 The Deputy Director (Children and Families Services) is recommended to approve the waiver of Contract Procedure Rules 8.1 and 8.2 to vary the existing contract with SLA On-line (Frontline Data Ltd) to allow the provision for the supply of a Leeds Relational Practice Centre Module.

**8 Background documents<sup>1</sup>**

- 8.1 None

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<sup>1</sup> 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.