

Report of: Head of Service, Children and Families Commissioning and Market Management Team

Report to: The Director of Children & Families

Date: 7th December 2018

Subject: Authority to Award a contract for the One To One Tuition Service for Children Looked After.

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: 2	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Summary of main issues

1. As their “Corporate Parent”, Leeds City Council has promised the young people in its care to have the highest aspirations for them, to encourage them to reach their full potential, to support them throughout their education and to plan for the future. The experiences that bring children and young people into care can often have a lasting impact on their ability to make the same progress in learning as their non-looked after peers. To address this, Leeds City Council has invested in a one to one tuition service for these children and young people to help them overcome any disruption to their learning and reach their full potential.
2. The service was reviewed and it was agreed that the current contract should expire and that a new specification should be developed and a new procurement process entered into limited to suppliers on the Framework for the supply of Temporary Supply Teachers and Educational Staff (DN193572).
3. The new service specification strengthened the reporting and referral processes, reduce the administrative burden on the Virtual School staff and, will improve the monitoring of progress throughout the tuition block.
4. The tender window opened on 26th September 2018 and closed on 26th October 2018. Three tenders were received from Framework providers and tender evaluations on the quality and price

aspects of the submissions have now been completed by the panel and the process and outcome is detailed within the report

Recommendations

5. The Director of Children and Families is recommended to note the tender evaluation process and approve the award of a call off contract to deliver the One To One Tuition Service for Children Looked After for a period of three years with the option to extend for a further twenty four months to the successful bidder up to the value of £150,000 per year.

1 Purpose of this report

- 1.1 The report outlines the tender evaluation process for the One to One Tuition Service for Children Looked After service and requests approval to enter into a contract with the successful bidder.

2 Background information

- 2.1 The procurement process was limited to providers on the Framework for the supply of Temporary Supply Teachers and Educational Staff (DN193572). It was a one stage process with bidders required to provide written responses to eight tender questions.
- 2.2 The tender submissions were received via YORtender by the deadline of 26th October 2018 and these were checked for compliance in accordance with the Tender Instructions by Procurement and Commercial Services. These were from:
- Academic Appointments
 - Protocol
 - Ranstad
- 2.3 The method statement responses were issued to the evaluation panel comprised of
Commissioning Manager, Children's Services
Second Commissioning Manager, Children's Services
Head of the Virtual School, Children's Services
- 2.4 A Senior Procurement Officer from Procurement and Commercial Services supported the process.
- 2.5 A waiver of CPR 15.2 was approved to evaluate tenders on the basis of 70% quality and 30% price. There was a maximum of 1000 points available in respect of the combined elements.

3 Main considerations and reasons for contract award

Tender Evaluation.

- 3.1 The evaluation criteria used in the quality evaluation are presented in Appendix 1. A minimum score threshold was applied to four questions (50% pass rate per question)
- 3.2 The method statements were evaluated by the panel using the consensus approach at an evaluation meeting held on 23rd November 2018.
- 3.3 Due diligence checks of the SSQ and tender submissions have been undertaken by Procurement and Commercial Services and the project team. This process includes (but is not limited to) taking up technical references, checking appropriate insurance is in place and financial accounts meet the council's requirements. Policies for health and safety and safeguarding have also been checked by the Council's specialists.
- 3.4 A summary evaluation panel scores and submitted tender prices is attached as a confidential appendix.
- 3.5 The Executive Member for Learning, Skills and Employment was briefed on the re-commissioning of this service and will be informed of the outcome.
- 3.6 This tender has resulted in a change of provider, and there are no TUPE implications for the new provider.

4.0 Corporate considerations

4.1 Consultation and engagement

- 4.1 No consultation has taken place with key stakeholders as to whether the contract should be awarded to the winning bidder or not as this is determined by the evaluation of the tender received. However, consultation with key stakeholders was undertaken when the particular procurement route was chosen.

4.2 Equality and diversity/cohesion and integration

- 4.2.1 An equality impact screening form has been completed and is attached as appendix 1.

4.3 Council policies and best council plan

- 4.3.1 The service will contribute to the following strategic priorities:

Best Council Plan: "Improving educational attainment and closing achievement gaps for children and young people vulnerable to poor learning outcomes."

Vision for Leeds – Best City For Children: "Children do well at learning and have skills for life"

Children and Young People Plan – Obsession 3: "Improve achievement, attainment and attendance at school"

4.4 Resources and value for money

- 4.4.1 Funding of up to £150,000 per year has been approved for this service from the overall Pupil Premium Plus grant allocated to the Virtual School for the express purpose of accelerating progress and raising the attainment of looked after learners.
- 4.4.2 The new specification reduces the administrative burden on the Virtual School as the majority of referrals will be processed by the provider.

4.5 Legal implications, access to information and call-in

- 4.5.1 Appendix 2 to this report has been marked as confidential under Access to Information Procedure Rules 10.4 (3) on the basis that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information) which, if disclosed to the public, would, or would be likely to prejudice the commercial interests of that person or of the Council.
- 4.5.2 The value of this contract is £150,000 p.a. and is therefore a significant operational decision and not subject to call in.

4.6 Risk management

- 4.6.1 If this recommendation is not approved, an alternative solution would be required to ensure Local Authorities continue to delivery their statutory duty to make provision for an Appropriate Adult service.
- 4.1.2 A risk register is in place and has been maintained throughout the project.
- 4.6.3 All contracts issued include break clauses of 3 months should financial and planning considerations require change in the conditions for this contract.

5 Conclusions

- 5.1 A robust procurement process for the commissioning of this service has concluded and the contract is now ready for award.

6 Recommendations

- 6.1 The Director of Children and Families is recommended to note the tender evaluation process and approve the award of a call off contract to deliver the One To One Tuition Service for Children Looked After for a period of three years with the option to extend for a further twenty four months to the successful bidder up to the value of £150,000 per year.

7 Background documents¹

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.