

Report to Director of Public Health**Date: 1st October 2019****Subject: Tender Evaluation and Contract Award - Service to build health and wellbeing capacity within the Gypsy and Traveller communities in Leeds (DN371851)**

Are specific electoral wards affected?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, name(s) of ward(s):	
Has consultation been carried out?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Will the decision be open for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If relevant, access to information procedure rule number: 10.4 (3)	
Appendix number: 2	

Summary**1. Main issues**

- In order to develop new commissioning arrangements Adults and Health (Public Health) has undertaken a health needs assessment and service review regarding health and wellbeing services for Gypsy, Traveller and Roma communities. Based on the findings of this work, the council has recently undertaken a procurement for two new contracts to deliver tailored services to build health and wellbeing capacity within the Gypsy and Traveller, and Roma communities living across Leeds.
- Only one Standard Selection Questionnaire (SSQ) and tender submission was received for the provision of Service to build health and wellbeing capacity within the Gypsy and Traveller communities in Leeds (Lot 1). Unfortunately, no submissions were received for the service targeting the Roma communities (Lot 2).
- Following a comprehensive evaluation of the quality and price aspects of the submitted tender, it is recommended that the contract is awarded to Leeds Gypsy and Traveller Exchange (GATE).
- Following a mobilisation period, the new service will commence on 1st January 2020 and run for 3 (three) years, with the option to extend the contract for a period up to 24 months in any combination.

2. Best Council Plan Implications (click [here](#) for the latest version of the Best Council Plan)

- The service to build health and wellbeing capacity within the Gypsy and Traveller communities will support the vision in the plan for Leeds to be the best city for health and wellbeing where everyone in Leeds is safe and feels safe, and enjoy happy, healthy, active lives.

3. Resource Implications

- A maximum budget of £50,000 per annum for the initial 3 year contract term from the Public Health revenue grant. The contract will also have provision to be extended for a period of up to 24 months in any combination.

Recommendations

- a. The Director of Public Health is asked to note the evaluation process undertaken and approve the award of the contract to Leeds Gypsy and Traveller Exchange (GATE) for the provision of a service to build health and wellbeing capacity within the Gypsy and Traveller communities in Leeds (Lot 1) (DN371851) in the sum of £147,913.55 for the initial three year contract period. The new service will commence on 1st January 2020 and run for 3 (three) years, with the option to extend the contract for a period up to 24 months in any combination
- b. The Director of Public Health to approve the implementation of the contract award by Procurement and Commercial Services (PACS) to ensure that the mobilisation of the new service can commence as soon as possible and that the new service is in place and operational from 1st January 2020.

1. Purpose of this report

- 1.1 This report describes the procurement process undertaken to deliver a service to build health and wellbeing capacity within the Gypsy and Traveller communities in Leeds.
- 1.2 This report seeks approval to award the contract to the recommended provider.

2. Background information

- 2.1 The aim of this project was to procure two new contracts to deliver tailored services to build health and wellbeing capacity within the Gypsy and Traveller (Lot 1), and Roma communities (Lot 2) living across Leeds.
- 2.2 The services will use community health development approaches to engage and develop trusted relationships with all sections of the targeted communities in Leeds. Working in partnership with these communities, the services will establish a tailored range of capacity building activities to help break down prejudice, connect the community members, and improve their knowledge, increase health activity and ultimately health and wellbeing outcomes. To achieve this, the services will collaborate and build effective partnerships with the full range of agencies and services who work with these groups to provide a holistic and flexible service that meets the needs of the targeted communities. Two separate service specifications were developed to reflect the specific needs of the two communities.
- 2.3 Following a mobilisation period, the start date for the new service is 1st January 2020. The contract shall run for 3 (three) years, with the option to extend the term of the contracts for a period of up to 24 months in any combination.
- 2.4 The funding envelope for the Gypsy and Traveller community service is £50,000 and £35,000 for the Roma community service. The funding split is £50,000 from Public Health and £35,000 from the wider Adults and Health directorate.
- 2.5 The procurement was undertaken using the open procedure (a one stage process), which included a requirement that potential providers must pass the technical questions included in the SSQ, to confirm that potential providers have the required experience and knowledge to deliver this service. The procurement commenced in 11th June 2019 and the submission deadline was 17th July 2019.

3. Main issues

- 3.1 Only one SSQ and tender submission was received for the provision of Service to build health and wellbeing capacity within the Gypsy and Traveller communities in Leeds via YORtender (the Council's electronic tendering system) on 17th July 2019 and this was checked for compliance against the Tender instructions by PACS. Unfortunately, no bid submissions were received for the service targeting the Roma communities.
- 3.2 The received submission passed the technical stage of the SSQ evaluation stage to proceed to the next stage of the tender evaluation process.
- 3.3 The evaluation panel comprised Commissioning Programme Leader (the chair), Head of Public Health and Advanced Health Improvement Specialist. A Procurement and Commercial Services (PACS) representative and a Commissioning and Contracts Support Officer were in attendance to provide support to the evaluation process.

3.4 The evaluation was based on a 60/40 quality/price split. There were a maximum of 1,000 points available overall, 600 for quality, including 100 points for the interview and 400 points for price.

Quality evaluation.

- 3.5 The evaluation criteria used in the quality evaluation are presented in Appendix 1. A minimum threshold were applied to each question (60% pass rate per method statement 1 and 2, and 50% per method statements 3, 4 and 5) on the basis that if a tenderer scores less than this on a particular question, then it will be at the discretion of the decision maker as to whether they are accepted or not. A score less than 60% overall would mean that a tenderer would be disqualified.
- 3.6 The method statement responses were evaluated on a consensus basis at an evaluation meeting held on Wednesday 24th July 2019. In order for the panel to reach a consensus, three clarification responses were requested from the tenderer. These responses were reviewed by the panel on Thursday 29th August 2019 in order to complete the evaluation. The clarifications responses will form part of the final contract document.
- 3.7 As part of the process, an interview worth 100 points was undertaken with the tenderer on Wednesday 18th October 2019. The interview was attended by all the members of the panel and was sound recorded. The marks allocated in respect of the interview are included in Appendix 2.
- 3.8 The total number of marks achieved obtained by Leeds Gypsy and Traveller Exchange (GATE) was above the required quality evaluation threshold. Appendix 2 provides a breakdown of the marks obtained by Leeds GATE.

Price evaluation

- 3.9 The price submission returned was within the allocated budget for the contract.
- 3.10 The pricing schedule and assumptions were reviewed by the evaluation panel and the PACS Officer.
- 3.11 Leeds GATE obtained 400 points in respect of price. They obtained the highest number of points available for price as this was the only tender received.
- 3.12 Due diligence checks of the SSQ and the tender submissions are being undertaken by the PACS team. This vetting process involves the taking up of references, checking that the required insurance is in place, ensuring that they meet the required financial thresholds and checking the Health & Safety and Safeguarding policies by the council's specialists in these areas. Whilst the completion of this process may still be ongoing when the decision to award the contract is made, the contract will not be awarded until all of the checks have been satisfactorily completed.

4. Corporate considerations

4.1 Consultation and engagement

- 4.1.1 Significant consultation has been undertaken during health needs assessment and the development of the new service model including with strategic partners, providers, community members and LCC officers.
- 4.1.2 Councillor Charlwood, Executive Member for Adults and Health has been briefed and updated throughout the project.

4.2 Equality and diversity / cohesion and integration

4.2.1 An Equality, Diversity, Cohesion and Integration Impact Assessment has been completed for this project.

4.3 Council policies and the Best Council Plan

- 4.3.1 The procurement of a new service to build capacity within Gypsy and Traveller communities contributes and supports a number of strategies and plans that Leeds as a city is aiming to deliver:
- The Vision for Leeds (2011-2030) is to be the best city in the UK, one that is compassionate with a strong economy that tackles poverty and reduces inequalities.
 - The Best Council Plan 2015-20 provides the strategic plan for overarching vision for Leeds, including outcomes for everyone in Leeds to be safe and feel safe, and enjoy happy, healthy, active lives.
 - The Leeds Health and Wellbeing Strategy aims to improve the health of the poorest fastest, including the following priority areas; a child friendly city and the best start in life, an Age Friendly City where people age well; housing and the environment enable all people of Leeds to be healthy; strong engaged and well connected communities; promote mental and physical health equally; a stronger focus on prevention; get more people more physically active more often; the best care in the right place at the right time and support self-care with more people managing their own conditions.
 - The Leeds Housing Strategy 2016-20 identifies a priority theme of Improving Health through Housing.
 - The Children and Young People's Plan 2018-23 identifies five outcomes (children and young people are safe from harm; children and young people do well at all levels of learning and have the skills for life; children and young people enjoy healthy lifestyles; children and young people have fun growing up; and children and young people are active citizens who feel they have a voice and influence.)

Climate Emergency

4.3.2 Environmental considerations of delivering the new service were included and evaluated as part of the tender exercise.

4.3.3 The service specification requires that the provider must meet all Legislation, Guidance and Good Industry Practice in environmental management and the objectives of the Authority's sustainability policies. Officers from Adults and Health will work with the service through the contract management process to ensure it is proactively seeking to minimise its carbon footprint thereby supporting the Council in achieving its ambition to be carbon neutral by 2030.

4.4 Resources, procurement and value for money

- 4.4.1 The funding (£50,000) for the new service is from the Public Health revenue grant.
- 4.4.2 The tender submission was within the budget and the price submitted was lower than the pretender estimate. The submission received from Leeds GATE was for the sum of £147,913.55 over the three year term of the contract.

4.5 Legal implications, access to information, and call-in

- 4.5.1 The procurement has been undertaken in accordance with the council's Contract Procedure Rules and the Public Contract Regulations 2015.
- 4.5.2 This decision to award the contract is a significant operational decision based on the value of the overall contract.
- 4.5.3 Appendix 2 to this report, which contains details of the tender evaluation scores has been marked as exempt from publication 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. The information is exempt if and for so long as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. In this case it is considered in the public interest to maintain the exemption.

4.6 Risk management

- 4.6.1 The procurement process has been undertaken in a fair, open and transparent way and in adherence with the council's Contract Procedure Rules and the Public Contract Regulations 2015.
- 4.6.2 Project risks were reviewed on a regular basis and the project team will continue this during the mobilisation phase of the project.

5. Conclusions

- 5.1 The procurement has been undertaken in line with relevant procurement processes. The recommendation to award the contract to Leeds GATE follows the evaluation of the quality and price aspects of their submitted tender.
- 5.2 Leeds GATE is found to meet the necessary criteria, reflecting the desired outcomes that Public Health would hope to achieve through the delivery of the contract whilst achieving value for money.
- 5.3 Recognising that no tenders were received for the service for Roma communities, work is underway to identify the most suitable way to provide this service.

6. Recommendations

- 6.1 The Director of Public Health is asked to note the evaluation process undertaken and approve the award of the contract to Leeds Gypsy and Traveller Exchange (GATE) for the provision of a service to build health and wellbeing capacity within the Gypsy and Traveller communities in Leeds (Lot 1) (DN371851) in the sum of £147,913.55 for the initial three year contract period. The new service will commence on 1st January 2020 and run for 3 (three) years, with the option to extend the contract for a period up to 24 months in any combination
- 6.2 The Director of Public Health to approve the implementation of the contract award by Procurement and Commercial Services PACS to ensure that the mobilisation of the new service can commence as soon as possible and that the new service is in place and operational from 1st January 2020.

7. Background documents¹

7.1 None

Appendices

Appendix 1 – Quality Evaluation Criteria

Appendix 2 – Tender Evaluation Summary

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.