

## Record of Officer Decision

This form is the written record of a key or significant operational decision taken by an officer.

<b>Decision type</b>	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision
<b>Director<sup>1</sup></b>	Director of Children and Families	
<b>Contact person:</b>	Michelle Whippey	Telephone number: 0113 3785422
<b>Subject<sup>2</sup>:</b>	Authority to award four or five individual contracts for Venue Hire Provision for the Workforce Development team	
<b>Decision details:</b>	What decision has been taken? <sup>3</sup> The Chief Officer Partnerships & Health approved the decision to enter into four or five individual contract awards, following a competitive tender to re-procure Venue Hire Provision for the Workforce Development team.	
	A brief statement of the reasons for the decision <sup>4</sup>  <b>Background</b> <ul style="list-style-type: none"> <li>• The Workforce Development team use a large volume of training rooms to meet the needs of LCC colleagues. The majority are internal, based at Enterprise House.</li> <li>• Over the last two years the service has required a number of larger rooms, for up to 120 people, with on-site parking. LCC Facilities Management confirmed there is no internal provider capable of delivering this facility, therefore under Contract Procedure Rule 8 (Intermediate Value Procurements) the service was subject to competition.</li> <li>• The contract with the incumbent service provider, Shine, ends on 31 August 2021 and there are no further extensions available.</li> <li>• A number of training sessions are booked 12 months in advance, therefore Leeds City Council has undertaken a new procurement exercise to award a two year contract(s) for Venue Hire in September 2020 to allow the new</li> </ul>	

<sup>1</sup> With delegated authority set out in Constitution

<sup>2</sup> If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

<sup>3</sup> Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.

<sup>4</sup> Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal or Equality colleagues as appropriate.

provider(s) to take advance bookings. The new contact(s) will commence 1 September 2021.

- A decision to procure this/these contract(s) by way of competitive tender was approved on 18 March 2020 via an administrative DDN process for an intermediate value procurement under £100k.
- The tender was published on 20 April 2020 via YORtender with a closing date of 2 June 2020.

#### **Competitive tender process**

- The tender was divided into two Lots: Lot 1 for training rooms large enough for 25 delegates cabaret style . Lot 2 for a training room large enough for 80 delegates cabaret style or 120 delegates theatre style.
- The tender instruction stated the intention was to award a single contract to the bid or bids that met the highest price and quality score for each Lot.
- It also stated that if the highest scoring tenderer(s) stated they were unable to deliver the estimated maximum number of bookings per annum we would award more than one contract for each Lot. Contracts would be ranked with the highest scoring tender ranked first.
- If more than one contract were awarded per Lot, bookings would first be offered to the provider that achieved the highest overall score for price and quality. If that provider does not have availability for particular dates, then those bookings could be offered to the provider with the next highest overall score for price and quality.

#### **Evaluation**

- Eight tenders were received for Lot 1 and five tenders for Lot 2
- The evaluation process for both Lots was based on a 60% quality / 40% price split, in compliance with Contract Procedure Rules.
- The 60% quality points were awarded as follows:
  - 40% of points based on written proposal
  - 20% of points based on the site visit
- The evaluation panel consisted of a Commissioning officer, a WFD support officer and a WFD training lead
- Details of the evaluation scores are provided at Confidential Appendices 1

and 2

### **Contract awards**

Contracts will be awarded to the following providers to meet capacity demands

#### **Lot 1**

Voluntary Action Leeds - #1 in order of rank

Better Leeds Communities - #2 in order of rank

Harehills CIC - #3 in order of rank

#### **Lot 2**

Health for All - #1 in order of rank

We may need to award a second Lot 2 contract to the second highest ranking bidder if the first one cannot meet the anticipated increased demand. This will be decided when the evaluation team has received a monthly availability schedule for 2021/22 from Health for All.

Multiple awards are being made because, although the highest ranking provider for each Lot achieved the highest overall score for quality and price and stated they could meet demand for up to 60/70 booking per year, these venues are not able to meet the requirement for multiple room bookings on one day. Therefore, additional awards will be made to accommodate this requirement.

Additionally it is anticipated that, due to the closure of some LCC buildings as a result of Covid 19 measures, there is increased demand for external training venues. Awarding to multiple providers ensures the demand can be met through on-contract expenditure.

All of the organisations receiving a contract are community based venues that contribute to the Leeds Social Value Charter.

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

The learning opportunities created by this service will be offered to all staff at the appropriate level and will support the improvement of service delivery to the whole community

The specification considered social value to ensure enterprises/3<sup>rd</sup> sector organisations were not excluded.

### **Climate Emergency**

The provider(s) were asked to consider the environmental impact of their approach to service delivery. They were asked to demonstrate how they will reduce their carbon footprint, including making best use of technology, resources and locally sourced food in delivering the outcomes required for this provision.

The service spec required that venues are located in Leeds and easily accessible from Leeds city centre so that Children and Families workforce attending the training sessions can make best use of public transport networks, or walk and cycle to the training venue.

### **Risks**

These are draw down contracts where the value is based on previous usage and costs. The risk to this service is that it could overspend. The risk will be mitigated by regularly monitoring the budget to identify at the earliest stage whether any overspend is likely to occur, so appropriate action can be taken.

Contract Procedure Rule 3.1.4 states that 'if there is an ISP who can provide the service the Authorised Officer will consult with and use such provider'. The Workforce Development Team uses a large volume of training rooms to meet the needs of LCC colleagues. Over the last 12 months a number of larger rooms has been required for up to 120 people, with on-site parking. Also, with the closure of Enterprise House to address Covid 19, the need for external venues has unexpectedly increased further. There are no alternative venues to meet the requirements available through LCC, as confirmed by facilities management, therefore there is no internal provider capable of delivering this facility.

The potential increased demand due to Covid 19 may take the expenditure of this contract over the £100k threshold. This is unknown at this stage and the budget is estimated. For this reason this decision is being taken as a Significant Operational Decision rather than an administrative decision.

### **Finance**

The funding for this service was confirmed by the finance officer responsible for the Workforce Development team from cost centres 81647 and 50498.

The maximum value of this procurement is £49,000 per annum or £98,000 in total over the two years. There will be no options to extend the contract.

	<p>Brief details of any alternative options considered and rejected by the officer at the time of making the decision</p> <p>In May 2020 the tender came under scrutiny by CFSLT as part of the spending freeze discussions following Covid 19. Even though this is not a statutory service and the tender could be withdrawn before closing date, the decision was made to progress with the tender for the following reasons:</p> <ul style="list-style-type: none"> <li>• The Workforce Development team would have limited options for delivering group training as LCC venues are not always suitable, therefore the spot purchase of high cost venues would be necessary</li> <li>• Reputational – the tender was close to the closing date and providers had taken time to submit tenders so the communication to halt tender would need to be sensitive</li> <li>• The service is part funded from external sources (inc ring-fenced grants). Much of the cost of this is paid for from income from Universities and central government via our student placement work and the ASYE grant.</li> <li>• WFD are adapting some training to online delivery so this could be explored and developed for some courses.</li> <li>• Although awarded in Sept 2020 to allow booking 12 month in advance, it is anticipated there will be no expenditure until September 2021 (subject to booking conditions)</li> </ul>
<b>Affected wards:</b>	Not applicable
<b>Details of consultation undertaken<sup>5</sup>:</b>	<p>Executive Member</p> <p>The Head of Service Workforce Development briefed the Executive Member for Children’s and Families to update her on this proposal before the tender was published.</p>

<sup>5</sup> Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

	Ward Councillors	
	Others	
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation  The workforce development team. Mobilisation will take place once contracts have been awarded so that advance bookings can be made. Delivery starts 1 Sept 2021	
<b>List of Forthcoming Key Decisions<sup>6</sup></b>	Date Added to List:-	
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision	
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s)	
	Signature	Date
<b>Call In</b>	Is the decision available <sup>7</sup> for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>If exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public:	
<b>Approval of Decision</b>	Authorised decision maker <sup>8</sup>  Sue Rumbold - Chief Officer, Partnerships & Health	
	Signature  	Date: 8/9/20

<sup>6</sup> Complete this section for key decisions only

<sup>7</sup> Significant operational decisions are never available for call in. Key decisions are always available for call in unless they have been exempted from call in.

<sup>8</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.