

**Report of Commissioning Manager and Advanced Public Health Specialist**

**Report to Director of Public Health**

**Date: 26<sup>th</sup> May 2021**

**Subject: To seek approval to award a contract to Health for All (Leeds) Ltd to deliver the Breastfeeding Peer Support service in Leeds**

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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 type="checkbox"/> Yes <input checked="" 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? If relevant, access to information procedure rule number: 10.4 (3) Appendix number: 1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**Summary**

**1. Main issues**

- In December 2020 the Director of Public Health approved a request to procure a new 'Breastfeeding Peer Support' service. This decision was granted under DDN D52535.
- One tender submission was received for the provision of this service.
- Following a comprehensive evaluation of the tender submission on a 100% quality basis, it is recommended that the contract is awarded to Health for All (Leeds) Ltd.
- Following a mobilisation period, the new service will commence on 1<sup>st</sup> October 2021 and run for 2.5 (two and a half) years, with the option to extend the contract for a period up to 36 months in any combination.

**2. Best Council Plan implications** (see the [latest version of the Best Council Plan](#))

This service will contribute to the following priorities:

- Child Friendly City - Supporting families to give children the best start in life
- Health and Wellbeing - Reducing health inequalities and improving the health of the poorest the fastest.

### **3. Resource implications**

- The value of the contract is £38,810 per annum, which will be met by Public Health revenue funding.
- The proposed start date for the new service is 1<sup>st</sup> October 2021 for a period of 2.5 years, with the option to extend for a period of up to 36 months in any combination. The total value of the contract for the overall contract period (in the event that all extensions are utilised) is £213,455.

### **Recommendations**

- a) The Director of Public Health is asked to note the evaluation process undertaken and approve the award of the contract to Health for All (Leeds) Ltd for the provision of a breastfeeding peer support service for pregnant women, new mothers and their families in Leeds. The new service will commence on 1<sup>st</sup> October 2021 for a period of 2.5 years, with the option to extend the term of the contract for a period of up to 36 months in any combination. The value of the contract is £38,810 per annum. The total value of the contract for the overall contract period (in the event that all extensions are utilised) is £213,455.
- b) The Director of Public Health is recommended 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 1<sup>st</sup> October 2021.
- c) The Director of Public Health is asked to note that the contract will be delivered by a consortium of two agencies. Heath for All (Leeds) is the lead consortia partner and the other partner is Women's Health Matters.

### **1. Purpose of this report**

- 1.1 This report describes the procurement process undertaken to deliver a breastfeeding peer support service for pregnant women, new mothers and their families in Leeds.
- 1.2 This report seeks approval to award the contract to the recommended provider.

### **2. Background information**

- 2.1 The Director of Public Health previously approved the commencement of the procurement of a breastfeeding peer support service for pregnant women, new mothers and their families in Leeds.
- 2.2 The new service will contribute to babies in Leeds having the best start in life. Improving support for breastfeeding families and increasing breastfeeding prevalence are well established strategic priorities and commitments for Leeds, and are underpinned by the city wide implementation of the Health and Wellbeing Strategy 2016-21. Research commissioned by UNICEF UK demonstrates that investing in effective services to increase and sustain breastfeeding would make a significant contribution to reducing health inequalities.
- 2.3 Following a mobilisation period, the start date for the new service will be 1<sup>st</sup> October 2021. The contract shall run for 2.5 years, with the option to extend the term of the contract for a period of up to 36 months in any combination.

- 2.4 The value of the contract is £38,810 per annum. The total value of the contract for the overall contract period (in the event that all extensions are utilised) is £213,455.
- 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 and professional ability questions included in the Standard Selection Questionnaire (SSQ), to confirm that they have the required experience and knowledge to deliver this service. The tender opportunity was published on YORtender and advertised on Find a Tender on 20<sup>th</sup> January 2021 and the submission deadline was 24<sup>th</sup> February 2021.

### **3. Main issues**

- 3.1 Although a number of organisations registered their interest via YORtender and three organisations requested TUPE information, only one tender submission was received via YORtender (the Council's electronic tendering system) on 24<sup>th</sup> February 2021 and this was checked for compliance against the Tender Instructions by PACS.
- 3.2 The reasons given by the other two organisations that opted out are that:
- Delivery of the service was not feasible for the available budget.
  - The organisation felt it was unable to be competitive due to the available budget
- 3.3 The organisation passed the technical stage of the SSQ to proceed to the next stage of the tender evaluation process.
- 3.4 The evaluation panel comprised of an Advanced Public Health Specialist – Infant Feeding & Maternity (the chair), an Advanced Public Health Specialist – Children and Families and a Commissioning Manager. A Procurement and Commercial Services (PACS) representative and a Commissioning Support Officer were in attendance to provide support to the evaluation process.
- 3.5 The evaluation was based on 100% quality in order to ensure that the highest quality and most appropriate tender was awarded the contract, and that full use is made of the available budget to maximise the outcomes of the service. The approval to proceed on the basis of 100% quality was granted under DDN D52535 dated 2<sup>nd</sup> December 2020. There were a maximum of 1,000 points available overall, 900 for the method statement responses and 100 points for the social value. Tenderers were also required to complete a pricing schedule Service Cost Analysis Form (SCAF) with a set maximum management/overhead charge of 7%.
- 3.6 The tender submission was evaluated in accordance with the instructions contained in the tender documents. There were 4 qualitative areas, which were developed into method statement questions for the bidders to respond to, and these were:
1. Service Delivery Model
  2. Service Development
  3. Service Accessibility
  4. Social Value
- 3.7 A minimum points threshold was applied to each of the questions 1-3 on the basis that if a tenderer scores lower than this on a particular question, then it will be at the discretion of the decision maker as to whether they are accepted. There was no

overall minimum threshold and there was no minimum threshold for the social value.

- 3.8 The method statement responses were evaluated on a consensus basis at an evaluation meeting held on 16<sup>th</sup> March 2021.
- 3.9 The total number of points obtained by Health for All (Leeds) Ltd is provided in the confidential appendix: Appendix 1.
- 3.10 The pricing schedule and assumptions were reviewed by the evaluation panel.
- 3.11 The final due diligence checks of the successful tenderer as part of the SSQ self-assessment process have been undertaken by the PACS team. This vetting process involved 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 and Safety and Safeguarding policies by the council's specialists in these areas to ensure that they meet the council's minimum standards. PACS have confirmed that all these areas have been satisfactorily completed.

## **4. Corporate considerations**

### **4.1 Consultation and engagement**

- 4.1.1 Significant consultation was undertaken regarding current services and developments with a wide range of public and professional stakeholders. This was done using on-line and face to face surveys, market stall events and an event using the 'Whose Shoes' game. The Whose Shoes game allows participants (in this instance service users, managers and staff) to walk in other people's shoes. Using a range of scenarios (in this case based on infant feeding support) it helped explore many of the concerns, challenges and opportunities facing the different groups and helped to identify priorities.
- 4.1.2 The Executive Member for Health and Wellbeing has been briefed and updated throughout the process.

### **4.2 Equality and diversity / cohesion and integration**

- 4.2.1 An Equality, Diversity, Cohesion and Integration Screening Tool has been completed as part of the procurement process.

### **4.3 Council policies and the Best Council Plan**

- 4.3.1 The new service will support the delivery of key public health priorities and it will also help to deliver:
  - Vision for Leeds 2011 - 2030
  - Leeds Health and Wellbeing Strategy 2016 - 2021
  - Best Council Plan 2020 - 2025
  - Leeds Children and Young People's Plan 2018 – 2023
  - The NHS Five Year Forward View and NHS Planning Guidance
  - Leeds Best Start Plan 2015 - 2020
  - Leeds Child Healthy Weight Plan 2018 - 2021
  - Leeds Inclusive Growth Strategy 2018 - 2023

## Climate Emergency

- 4.3.2 The service specification requires the service to meet all legislation, guidance and good industry practice in environmental management and the objectives of the Council's sustainability policies. Officers from Public Health will work with the service through the established contract management process to ensure the service is proactively seeking to minimise its carbon footprint and thereby support the Council in achieving its ambition to be carbon neutral by 2030.
- 4.3.3 Breastfeeding has a part to play in tackling climate change. By investing in breastfeeding peer support services with the aim to increase breastfeeding rates the Council is actively promoting a renewable food (breastmilk) that is environmentally safe and green because it is produced and delivered to the consumer without pollution, packaging or waste.

### **4.4 Resources, procurement and value for money**

- 4.4.1 The costs for the breastfeeding peer support service contract will be met by Public Health revenue funding.
- 4.4.2 The price of the new service was considered during the extensive consultation and evaluation of the current services and is one of the reasons the current contracts have been merged to ensure that the council can get better value for money. The proposed provision of a new single breastfeeding peer support service is considered value for money in that it will be more accessible and co-ordinated and will contribute to babies in Leeds having the best start in life.
- 4.4.3 In light of the council's current financial situation, it is acknowledged that efficiencies may be required in the future on this contract and these would be the subject of a contract variation or reflected in the final contracting documentation. Any change to the budget will in turn impact the service specification.
- 4.4.4 The new service will continue to be closely contract managed to ensure robust performance monitoring takes place and value for money is being achieved for the Council.

### **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 The decision to award this contract is a Significant Operational Decision due to the overall value of the contract and it is not subject to call-in.
- 4.5.3 Appendix 1 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.

4.5.4 Advice has been sought from Procurement and Commercial Services throughout the duration of the review and procurement process and will continue to be sought through to contract award.

## **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. The process has been overseen by a representative of the Council's Procurement and Commercial Services department.

4.6.2 Project risks were reviewed on a regular basis and the Advanced Public Health Specialist – Infant Feeding & Maternity will oversee the mobilisation phase of the service.

## **5. Conclusions**

5.1 The procurement has been undertaken in line with relevant procurement processes. The recommendation is to award the contract to Health for All (Leeds) Ltd following the evaluation of the quality of their submitted tender and subject to the satisfactory completion of the SSQ vetting process.

5.2 Health for All (Leeds) Ltd is found to meet the necessary criteria, reflecting the desired outcomes that the Council seeks to achieve through the delivery of the contract, whilst achieving value for money.

5.3 The contract will commence on 1<sup>st</sup> October 2021.

## **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 Health for All (Leeds) Ltd for the provision of a breastfeeding peer support service for pregnant women, new mothers and their families in Leeds. The new service will commence on 1<sup>st</sup> October 2021 for a period of 2.5 years, with the option to extend the term of the contract for a period of up to 36 months in any combination. The value of the contract is £38,810 per annum. The total value of the contract for the overall contract period (in the event that all extensions are utilised) is £213,455.

6.2 The Director of Public Health is recommended 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 1<sup>st</sup> October 2021.

6.3 The Director of Public Health is asked to note that the contract will be delivered by a consortium of two agencies. Health for All (Leeds) is the lead consortia partner and the other partner is Women's Health Matters.

## **7. Background documents<sup>1</sup>**

None.

---

<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.

## **Appendices**

Appendix 1 – Tender Evaluation Summary