

# Tender evaluation and contract award of Leeds Mindful Employer Service (DN553833)

Date: 1<sup>st</sup> December 2021

Report of: Health Improvement Principal and Senior Commissioning Officer

Report to: Director of Public Health

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

## What is this report about?

### Including how it contributes to the city's and council's ambitions

- This report outlines the process undertaken to procure the Leeds Mindful Employer Service. It details the procurement, selection and tender stages of the process. A detailed breakdown of the evaluation and scoring of bids received is provided in the confidential Appendix 1.
- The Appendix in this report is confidential and exempt under Access to Information Procedure Rule 10.4(3) as it contains information relating to the business affairs of organisations involved throughout the process. It is felt that if this is disclosed this would, or would be likely to, prejudice the commercial interest of the Council.
- The current Leeds Mindful Employer service contributes predominantly towards the following priorities specified in the 2020-25 Best Council Plan:
  1. Health and Wellbeing - Supporting self-care, with more people managing their own health conditions in the community
  2. Health and Wellbeing - Working as a system to ensure people get the right care, from the right people in the right place
- The service also contributes to key priorities for the citywide Mental Health Strategy and Leeds Inclusive Growth Strategy

## Recommendations

The Director of Public Health is recommended to

- a) Approve the award of a contract to Leeds Mind for the Leeds Mindful Employer Service (DN553833). The value of this decision is £112,500 to cover a 3-year contract period commencing on 1<sup>st</sup> April 2022. The contract will also include the option to extend for a period of up to 24 months as approved in the Authority to Procure dated 2<sup>nd</sup> December 2020.

## Why is the proposal being put forward?

- Leeds City Council currently commissions the Mindful Employer service which supports both employers and employees to understand poor mental health and promotes good mental wellbeing in

in the workplace as well as tackling stigma and discrimination. The current contract commenced on 1st April 2017 for 12 months with a 36-month extension period. The extension period was utilised, and the contract was due to expire on 31st March 2021, however authority was granted to vary the existing contract for an additional 12 months due to the pandemic. The contract is now due to expire on 31<sup>st</sup> March 2022.

- Established in 2013, the Leeds Mindful Employer Service brings local employers together to champion positive mental health at work. It is a unique offer to Leeds, putting the city at the forefront of initiatives to promote workplace mental health and wellbeing. The service is commissioned by Leeds City Council (Public Health) and the current membership currently includes over 400 local employers.
- Leeds Mindful Employer works alongside the National Mindful Employer service delivered by Devon NHS Partnership Trust. The National Mindful Employer service manages the Mindful Employer Charter, of which over 140 Leeds and West Yorkshire employers are now signatories.
- Leeds Mindful Employer Network is made up of over 700 individuals from over 400 local businesses and organisations. This year saw 120 new individuals sign up to the Network. The diversity of the Network is one of its main assets, bringing together a wide range of industries, sectors and sizes of business. As a fully funded service, it is free for all local employers to join Leeds Mindful Employer Network and benefit from the opportunities and support provided.
- Leeds Mindful Employer mobilised swiftly ensuring timely, targeted and ongoing support for employers and employees across the city during lockdown.
- Leeds Mindful Employer work is embedded in the new Mental Health Strategy for the city as a key driver in delivering two priorities addressing mental health inequalities (priority 1- Target mental health promotion and prevention within communities most at risk of poor mental health, suicide and self-harm and priority 3 - Ensure education, training and employment is more accessible to people with mental health problems and contributes broadly to the Inclusive Growth agenda in the city and wider Marmot COVID-19, build back fairer review.
- This commissioned service is highly valued in the city as a unique and effective vehicle for delivering public mental health activity and has produced the 10 steps toolkit resource for local employers <http://mindfulemployersteps.co.uk/>

## Tender Evaluation

- The tender documents were published on YORtender on 27<sup>th</sup> August 2021. Tender requirements were for the submission of a response to a suitability assessment question, method statement questions, the completion of a price schedule and confirmation of social value commitments. One submission was received on time, ahead of the deadline of 12 noon on 29th September 2021.
- The suitability assessment question and method statement responses were evaluated by a panel of Commissioners and a Health Improvement Principal from the Adults and Health directorate. The overall scoring process was on a consensus basis and overseen by a representative from Procurement and Commercial Services (PACS).
- The tender was evaluated based on 100% quality to ensure high quality support is developed and offered by the service, whilst also making full use of the available Public Health budget. The quality of the programme and support will impact on the provision available for both employers and employees. This will help to ensure that the most appropriate tender is awarded the contract.
- The panel also reviewed the pricing schedule and was able to confirm the annual contract values in the tender did not exceed the maximum permitted value of £37,500 per annum.
- Checks have been made regarding Leeds Mind's financial standing and the level of insurance that they hold, which are satisfactory. Their Safeguarding Policy has also been reviewed and is determined to be satisfactory.
- Confidential details of the method statement themes and tender evaluation can be found in Appendix 1.
- An evaluation panel was convened on 11<sup>th</sup> October 2021 to assess the submitted tender against the evaluation criteria. A minimum scoring threshold was set for each question excluding social value. Leeds Mind achieved a score which met the minimum threshold for each question and therefore the recommendation is that the contract should be awarded to Leeds Mind.

## What impact will this proposal have?

**Wards Affected: City wide**

Have ward members been consulted?      Yes      No

## What consultation and engagement has taken place?

The Public Health team carried out a consultation to design the future delivery model. The team used channels to gather feedback on the current service and how its remit can be expanded. Below are activities that were taken place to gather insight:

- A specifically designed online workshop was successfully undertaken with Mindful Employer Steering Group members with a follow up questionnaire capturing further views and contributions for those who were not able to attend the workshop online. The feedback was fed into the procurement process.

## What are the resource implications?

- The costs for the Leeds Mindful Employer service will be met by Public Health revenue funding.
- The allocated budget for the service is £112,500 for the initial 3-year contract period and £187,500 over the potential 5-year period.

## What are the legal implications?

- The decision to award this contract is a direct result of a previous Decision dated 2<sup>nd</sup> December 2020. In view of the value of this decision it is taken as a Significant Operational Decision.
- The procurement has been undertaken in accordance with the Public Contracts Regulations 2015 and, the council's own Contracts Procedure Rules. Following the evaluation, there are no grounds indicating that the contract should not be awarded.
- The contract will be managed by officers in Public Health and the Adults and Health Commissioning team. This will include regular reviewing of performance information and quarterly contract management meetings with the provider, at which any service delivery issues will be discussed.
- Appendix 1 to this report is confidential and exempt under Access to Information Procedure Rule 10.4(3) as it contains information relating to the business affairs of organisations involved throughout the process. It is felt that if this is disclosed this would, or would be likely to, prejudice the commercial interest of the Council.

## What are the key risks and how are they being managed?

- A project team was set up to oversee the re-commissioning process and ensure that the process adheres to the procurement regulations, as well as the council's Contract Procedure Rules working in conjunction with PACS.
- A mobilisation period has been built into the procurement timetable to ensure that the service can be fully mobilised before the start date of the new contract on 1<sup>st</sup> April 2022.
- The Commissioning Lead will liaise with PACS to oversee the implementation of the award of the contract.

## Does this proposal support the council's 3 Key Pillars?

Inclusive Growth      Health and Wellbeing      Climate Emergency

- The proposals support the Health & Wellbeing priorities set out in the Best Council Plan 2020-2025, in particular supporting self-care, with more people managing their own health conditions in the

community and working as a system to ensure people get the right care, from the right people in the right place.

- The proposals align with the Inclusive Growth Strategy including the 12 big ideas focused on supporting PEOPLE, PLACE and PRODUCTIVITY.
- The Contractor is expected to provide an Environmental Plan in respect of the Services provided which must outline how they will minimise its impact on the environment. For example, adopting recycling and minimising impact on the environment through travel.

### **Options, timescales and measuring success**

#### **a) What other options were considered?**

- End contract at term and do not recommission however this would result in a loss of the Mindful Employer service and the support it provides businesses and organisation with their employee's mental health across Leeds, therefore was not deemed the best option.

#### **b) How will success be measured?**

- Performance monitoring processes will be put in place by the Public Health and Adults and Health Commissioning team using a Contract Management Plan to ensure value for money and quality of delivery for the duration of the project.

#### **c) What is the timetable for implementation?**

- The mobilisation period will commence in January 2022
- The contract will commence 1<sup>st</sup> April 2022

### **Appendices**

Appendix 1- Confidential Appendix

Equality, Diversity, Cohesion and Integration Screening

### **Background papers**

NA