

Request for Authority to Procure a Leeds Sensory Impairment Support Service and approval to use the 6-month extension option.

Date: 27 July 2022

Report of: Deputy Director, Integrated Commissioning

Report to: Director of Adults and Health

Will the decision be open for call in?  Yes  No

Does the report contain confidential or exempt information?  Yes  No

## Brief summary

This report requests authority to procure a Leeds based Sensory Impairment Support Service for Adults and young people in transition from Childrens services aged 16+.

The service provides specialist information and advice; equipment assessment and provision; statutory adult social care assessment support planning and review as well as social groups, volunteer, and partnership arrangements.

A contract for five years with an option to extend for up to a further 36 months (to be taken in any combination) at a total maximum cost of £6,587,200 (£823,400 per annum) will be awarded to the successful provider.

The service makes significant contributions to a range of City Priority Plans, but particularly the Health and Wellbeing Plan and its priority to make Leeds the best City for Health and Wellbeing by 2030. This will be achieved through supporting clients to make healthy lifestyle choices and to live safely. The proposal in this report directly contributes to the Best Council Plan's overarching vision of tackling poverty and reducing inequalities.

## Recommendations

- a) The Director of Adults and Health is recommended to approve the request in line with CPR 3.1.7 for authority to commence a procurement exercise for a Leeds Sensory Impairment Support Service.
- b) The Director of Adults and Health is recommended to approve the award of a contract for five years with an option to extend for up to 36 months (to be taken in any combination) to the successful Provider following the procurement exercise at a maximum cost of £6,587,200 (£823,400.00 per annum).
- c) The Director of Adults and Health is recommended to also utilise the extension of up to 6 months (if required) on the existing contract ref DN193937 to allow contingency for tender slippage and new provider mobilisation period, at a maximum cost of £429,525.

## **What is this report about?**

- 1 A request for authority to procure a Leeds Sensory Impairment Support Service and utilise the extension available on the existing contract DN193937.
- 2 The service is currently commissioned by Adults and Health and is open to people aged 18+ and a resident of Leeds metropolitan area. Young people in transition from children's services to adults are also entitled to access these services in accordance with their transitional needs and care plan. The service provides a range of different interventions according to need for people who have sensory impairments that includes people who are deaf, deafened, blind, visually impaired, deafblind or have dual sensory loss.
- 3 A procurement exercise for a Leeds Sensory Impairment Support Service (LSISS) was previously awarded for five years (April 1<sup>st</sup>, 2017-March 31<sup>st</sup>, 2022). A delegated decision was taken in 2021 to modify the contract end date for the delivery of Leeds Sensory Support Service (LSISS) under the provision available in the Public Contracts Regulations 2015, Reg 72(1)(c) for a further 12 months with the option to extend up to a further 6 months (as contingency if deemed necessary). This would ensure continuity of service whilst a service review was completed, the specification revised, and a full procurement exercise undertaken.
- 4 A comprehensive review of the provision has been undertaken and a timeline of the procurement exercise has been agreed. Depending on the outcome of the procurement exercise, the contingency of 6 months (contingency plan) that was previously approved under the 2021 delegated decision is likely to be required for a smoother mobilisation, therefore a request has been proposed in this report to utilise the 6 month extension option for contract ref DN193937, if required, to have suitable continuation of service for procurement slippage or new provider mobilisation.
- 5 The proposal put forward includes a request to award a contract to the successful Provider for a period of up to eight years (five years with the option to extend for a further 36 months). The proposed long-term funding arrangement will provide the Council and the successful Provider with sufficient time to develop and further innovate services, greater stability; continuity of partnership working arrangements; and staff recruitment and retention. The proposal is in line with the Councils social value approach.

## **What impact will this proposal have?**

- 6 It is clear from information gathered through the Working Age Adult Commissioning Team contract management process that this service is essential and supports marginalised individuals with sensory support requirements.

The Service will:

- deliver on a city-wide basis so will impact all wards.
- offer specialist information advice and guidance tailored to the needs of people with sensory impairment through partnership with audiology and eye clinics
- encourage early action to prevent and delay the need for statutory services.

- undertake assessments and provide appropriate specialist equipment including minor aids and adaptations.
- undertake statutory responsibilities of the Council in assessing the needs of people who are deaf, deafened hard of hearing, blind and partially sighted. The service includes developing appropriate support plans, carrying out reviews, providing packages of care and co working with the Council for financial assessment. facilitate social groups and partner arrangements with third sector and community assets.
- embed social value practices to identify and measure additional outcomes to be delivered.

7 This provision delivers a unique and specialist service for people with sensory support issues in the city. Without such provision, early support, intervention, and preventative measures/equipment would not be in place which would significantly affect the health and wellbeing of the Leeds sensory impaired community.

### How does this proposal impact the three pillars of the Best City Ambition?

Health and Wellbeing

Inclusive Growth

Zero Carbon

- 8 The service directly contributes to the Council's Health and Wellbeing Plan and its priority to make Leeds the best City for Health and Wellbeing by 2030. This is achieved through supporting clients to make healthy lifestyle choices and to live safely.
- 9 The service will contribute towards the best city ambition by:
- Supporting self-care, with more people managing their own health in the community.
  - Reducing health inequalities and improve the health of the poorest fastest.
- 10 The service will operate from a number of sites to ensure easy access for service users, and therefore minimising the need to travel and encouraging the use of public transport. This helps to reduce carbon emissions and environmental pollution which contributes to city actions to better manage air quality.
- 11 The type of interventions provided are aimed at improving health and well-being, including the prevention of hospital admissions which helps ensure we better manage our use of resource intensive (and high carbon footprint) health and care services.
- 12 In order to support the Council stated ambition of working towards a carbon neutral city by 2030, the impact on the climate should be considered across all officer work. Through ongoing contract management, the successful provider(s) will be encouraged to actively engage with the climate change agenda. Examples could include adhering to and working within the values of Council policy and guidance in relation to climate change, a reduction in carbon emissions through, for instance, decreasing private vehicle usage, using and/or investing in 'eco-friendly' resources.
- 13 Furthermore, the service specification will require that the service undertakes to meet all legislation, guidance and good industry practice in environmental management and the objectives of the Council's sustainability policies. Officers from Adults and Health will work with

the provider 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.

### What consultation and engagement has taken place?

Wards affected:

Have ward members been consulted?       Yes       No

- 14 The service will deliver on a city-wide basis so will impact all wards.
- 15 Consultation with stakeholders and service users was completed in May 2022, 19 stakeholders and 162 people living with sensory impairment were consulted. Their feedback further consolidated and strengthened the delivery model.
- 16 The Executive Member for Adults and Health was consulted on the proposal on 18th July 2022
- 17 Procurement and Commercial Services (PACS) will provide advice and guidance on the procurement process.

### What are the resource implications?

- 18 It is requested that the maximum amount allocated for the contract be £823,400.00 per annum to meet the identified need (£6,587,200.00 in total, including extensions). The yearly value to the current contract was £860,000. However as part of the Council's saving and efficiencies 10% funding reduction from the Adults & Health component has been applied. The A&H contribution will be £774,000, the Leeds Office of the Integrated Care Board (ICB) will be £49,400.
- 18 The total contract value would therefore be a maximum of £823,400 per annum, subject to the price of the successful tender. The tenders will be evaluated on price quality separated and bidders will be invited to submit a tender within a stated budget envelope, thereby offering the opportunity for realising a further saving on the current cost.
- 19 Officer time will be necessary to undertake the procurement and future contract monitoring. This will be met through existing capacity from within the Working Age Adults Commissioning team.
- 20 A financial contribution is provided through the Leeds Office of the Integrated Care Board (ICB) of £49,400 per annum to support NHS outcomes for clinical sensory support.
- 21 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.
- 22 It is acknowledged that in light of the Council's current financial situation further efficiencies may be required in the future and these would need to 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 and be discussed with the provider.

- 23 The value for the proposed utilisation of the additional 6 months period under the current contract ref DN193937 is £429,525. There is provision within the Adults and Health Directorate base budget to cover the cost of this service.

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

- 24 A project team comprising of representation from Care Management, Public Health, Rehabilitation Team for Vision Impairment, Forum Central Leeds, WAA, Commissioning and Procurement & Commercial Services (PACS) has been set up to oversee the re-commissioning process and ensure that the process adheres to the Public Contracts Regulations 2015, as well as the council's Contract Procedure Rules.
- 25 A risk register has been established as part of the re-procurement process and this will continue to be managed and updated. Significant risk will be reported to the Adults and Health Commissioning Board and Directorate Leadership Team.
- 26 A mobilisation period has been built into the procurement timetable to ensure that the service can be fully mobilised before the contract start date.
- 27 This procurement will enable a continuity of provision that addresses a key commissioning priority of sensory support. This will be managed through the Project Team throughout the procurement and mobilisation process, and then through robust a contract management process.
- 28 If this decision is not approved, the current services contract will end 31st March 2023 causing significant risk to the Council and its providers. There is an evidenced need for these services, and should the service not continue to be delivered beyond the expiry of the current contract, this would significantly affect the Council's ability to address the support needs of people with sensory impairment.

### **What are the legal implications?**

- 29 This is a Key Decision since the total value of the contract (including potential extensions) is exceeds £500,000,00 and is therefore subject to Call In. It was published on the List of Forthcoming Key Decisions on 17th March 2022. This report does not contain any exempt or confidential information under the Access to Information Rules.
- 30 In regard to the new contract, the total contract value over the eight years including the possible extensions will exceed the procurement threshold for Health and Social Care which currently stands at £663,540. Whilst the service is not subject to the "full" above-threshold regulations but to the "Light-Touch Regime" under the Public Contracts Regulations 2015, there is still a requirement to advertise this opportunity via the Council's YORtender portal and the Find a Tender Service to ensure an open competitive tendering exercise.
- 31 In regard to the utilisation of the extension of up to 6 months (if required) on the existing contract DN193937, a delegated decision was taken in 2021 to modify the contract end date

for the delivery of Leeds Sensory Impairment Support Service under the provision available in the Public Contracts Regulations 2015, Reg 72(1)(c) – reference: LSSIS D54426 dated 27/8/2021.

- 32 In making their decision the Director of Adults & Health should be satisfied that the course of action proposed represents value for money.
- 33 Advice has been sought from PACS throughout the duration of the review and will continue to be sought through the procurement process to contract award.
- 34 Subsequent decisions arising from this report, for example the decision to award the new contract, will therefore be significant operational decisions which will not be subject to call in.

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

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

- 35 Extensive market knowledge within the Commissioning Team and a previous market sounding exercise demonstrates there is a buoyant provider market therefore the option being pursued now is to undertake a full and rigorous procurement exercise to fully test that market.
- 36 There are no internal service providers that can deliver the service specification therefore an external procurement is required.

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

- 37 The procurement exercise will be project managed by a project team comprising officers from Working Age Adults Commissioning and PACS, reporting up to the Head of Commissioning on key risks and milestones.
- 38 Once procured, the service will be subject to the WAA Commissioning Team's contract management processes. This includes regular contract management meetings between the provider(s) and LCC officers to discuss operational issues, service quality, and to gauge the service's performance against the targets set out in the service specification.

### **What is the timetable and who will be responsible for implementation?**

- 39 If approval is given, the intention is to go out to tender in September 2022. Approval to award the contract will be sought in December 2022 - January 2023, with allowance for any service mobilisation periods necessary prior to a contract start Spring/Summer 2023.

### **Appendices**

- 40 None

### **Background papers**

- 41 None