

Authority to Procure a Contract for the Supply of Frozen Meals

Date: 12th February 2024

Report of: Chief Officer Civic Enterprise Leeds

Report to: Director of Strategy and Resources

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

Summary

Leeds City Council require a contract for the provision of individual and multi portion meals, to enable the continuation of the successful Meals at Home Service which supports some of the City's most vulnerable older people.

The current contract for the supply of individual frozen meals is due to expire on 30th June 2024.

No further extensions to the contract are available,

Meals at Home provides hot meals and cold teas to vulnerable older people in Leeds 365 days a year approximately 10,000 meals are delivered monthly.

Recommendations

The Director of Strategy & Resources is recommended to approve the commencement of a procurement exercise to secure a contract for the supply of individual and multi portion frozen meals. The contract is due to commence on 1st July 2024 for a period of 3 years with 1 x 12-month option to extend. The total estimated annual value is £210k with a total value including extension would be £840k.

What is this report about?

- 1 A contract for the provision of individual and multi portion frozen meals is required to support the Meals at Home service, delivering hot meals daily and conducting a welfare check to some of the City's most vulnerable citizens within Leeds. This report is to seek approval to procure a contract for the provision of frozen meals. The current contract is due to expire on 30th June 2024.
- 2 A new contract is required which will demonstrate value for money, the estimated value for the contract is £210k per annum. This procurement exercise will ensure that nutritional requirements for older people are met in each meal, ensuring minimum food requirements as well as meeting individual needs according to special diets, medical needs, religion, and race.
- 3 The evaluation of tenders will be completed using the price / quality separated approach. Quality will be evaluated first with a 50% threshold to achieve. Bids achieving or exceeding the 50% threshold will then be evaluated based solely on price. The contract will be awarded to the lowest price.

What impact will this proposal have?

- 4 Approving this procurement activity will ensure the Council has access to individual and multi portion meals for the purpose of reheating and delivering to some of the most vulnerable people within Leeds.
- 5 This procurement activity will ensure we have a compliant contract in place, providing the Council with a value for money service. Having a compliant contract in place will ensure the council can continue to support Adult Social Care in the delivery of the Meals at home Service.
- 6 An equality, Diversity, Cohesion, and Integration (EDCI) impact assessment has been undertaken for this service and is attached as Appendix 1. There are not expected to be any negative impacts.

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

Health and Wellbeing

Inclusive Growth

Zero Carbon

- 7 The Meals at Home service delivers high quality meals, helping elderly and vulnerable get the nutrition they need, also helping them to live in their home independently for longer. The service delivers a wide range of tasty meals to suit culture, preferences and diets contributing positively to our customers health and wellbeing.
- 8 The Meals at Home service will continue the delivery of meals utilising its fleet of electric vehicles which will contribute to achieving the Council's zero carbon ambition.
- 9 Social value will be addressed throughout this contract. Bidders will be required, as part of this tender submission to provide a social value response commitment against national themes, outcomes, and measures. These will be evaluated and monitored as part of the contract management.

What consultation and engagement has taken place?

Wards affected:

Have ward members been consulted?

Yes

No

10 The decision to reprocure the contract has been discussed with procurement and commercial services together with colleagues in Adults and Health. Weekly Assurance Meeting colleagues have been consulted for the approval of this report. We have checked with the incumbent supplier there are no TUPE implications.

What are the resource implications?

11 Resources are available from both CEL and Procurement and Commercial Services team to meet the requirements of a tender exercise to procure the new contract.

12 The tender estimate of the proposed contract is £260k per annum, this is based on the expenditure in the current financial year.

13 There are no additional resource implications once a contract is awarded for the supply of individual and multi portion frozen meals.

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

14 Failure to reprocure a new contract would result in non-compliant spend in this area. There is no significant risk approving this commencement of a procurement exercise.

15 The contract is required to enable continuation in the service in respect of the supply of meals to a vulnerable client group within Leeds.

What are the legal implications?

16 This report does not contain any exempt or confidential information.

17 This is a key decision and will be subject to call-in.

Options, timescales and measuring success.

What other options were considered?

18 There are no further options to extend the existing contract beyond 30th June 2024.

19 Other procurement options have been considered and these are set out below:

Do Nothing – the Council does not have the option to do nothing as it would result in a significant off contract spend.

Taste test of comparable meals from supermarkets were undertaken, these could not meet the needs of our customers and are likely to change and follow trends.

How will success be measured?

20 Success will be measured by the procurement of a new contract which meets the needs of the service's diverse client range once the current contract expires.

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

21 The procurement timetable with key dates is detailed below, with an implementation of a working group ensuring deadlines are met.

Tender Published	18 th March 2024
Tender Return	12 th April 2024
Tender Evaluation Period	15 th April – 10 th May 2024
Contract Award	8 th June 2024

Appendices

22 Appendix 1 – Equality, Diversity, Cohesion, and Integration (EDCI) impact assessment

23 Appendix 2 – DPIA

Background papers

- None